

## INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

### LIBRARY FUNCTIONAL DIVISIONS

#### Information Resource Acquisition and Technical Services (IRATS)

- Resource (Collection) Development
- Resource Acquisition- Print, Electronic (Digital)
- Technical Services-Accessioning, Classification, Cataloguing, Physical Processing
- Institutional Membership
- Electronic Resource Management
- Library Finance and Budget Management
- User Profile Management
- Tools and Technology Application & Integration in all Spheres of IRATS Work
- Documenting the Work Flow, creating and updating the Manual
- Collecting Professional Literature & Sources Required for Acquiring & Processing Library Material
- Coordination with the users, publishers, and vendors
- Managing Internal Website for Section Work Reference
- Assisting Faculty, students, Staff & others in procuring books required for personal use.
- Other Related Activities & Services

#### Information Resource Access & User Services (IRAUS)

- User Management
- Resources Management
- Library Orientation & Instructional Services
- Access and Services Management
- Infrastructure Management
- Promoting/ Marketing of Library Resources & Services
- Community Outreach Services
- Evaluations of Quality of Library Services
- Mini Library Services & Management
- Other related activities & services

#### Research Support & IT Management Services

- Digital Scholarship
- Research Support Services
- Information Technology Application & Management
- Other related activities & services