ANJALI MISHRA

LIBRARIAN & LEARNER FOR LIFE

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Experience

- **Janaki Prasad Memorial Girls Degree College (RMLAU, Ayodhya)**
  Senior Librarian – Higher Secondary School
  Feb 2022 – Feb 2025 – Barabanki, UP
  Key Areas: Library Management (Digital & Manual), Handling Administrative Operations

- **Spring Dale Public School (CBSE Board)**
  Librarian- Higher Secondary School
  October 2019 – February 2022 – Lucknow, Uttar Pradesh
  Key Areas: Library Management (Digital & Manual)

- **Department of Sociology, Lucknow University**
  Library In charge
  Nov 2016 – Mar 2017 - Lucknow, Uttar Pradesh
  Key Areas: Library Digitization & Automation

- **LNM IIT**
  Trainee Librarian
  Sep 2015- Sep 2016 – Jaipur, Rajasthan
  Key Areas: Library Management and Automation

Education

- **Indira Gandhi National Center for Arts, New Delhi**
  Post Graduate Diploma in Digital Library & Data Management, Pursuing
  2025- 2026 – New Delhi

- **Mohan Lal Sukhadiya University**
  Master's in library & information science (M.LISc), First Division
  2014- 2015 – Udaipur, Rajasthan

- **IT College, Lucknow University**
  Bachelor's in library & Information Science (B.LISc), First Division
  2013- 2014- Lucknow, Uttar Pradesh

- **Ramnagar Girls Degree College, Ram Manohar Lohia Avadh University**
  Bachelor's in Arts (B.A), First Division
  2010- 2013 – Barabanki, Uttar Pradesh

- **Prashant Girls Inter College**
  Intermediate (10+2), First Division
  2010 – Barabanki, Uttar Pradesh

- **Prashant Girls Inter College**
  High School (10th), First Division
  2008 – Barabanki, Uttar Pradesh

Software Skills

- Library Automation Packages: **SOUL, Libman, Libsys, Koha**
- Data Base Management Systems: **CDS/ISIS & WINISIS**
- Office Automation Package: **MS Office (Word, Excel, Powerpoint, Outlook)**
- Operating Systems: **Windows, MAC**
- Database Known: **Web of Science, IEEE, Emerald, Science-Direct, JSTOR, EBSCO**
- Digital Library S/W: **DS Pace**

Experience and Learnings

- My experience includes working in the community library in volunteer basis. The responsibilities include but are not limited to working and managing the database of the existing stocks of books.
- **Book Section:** Technical Processing: Classification, Cataloguing through AACR-II
  Find out the resources from various sources, like other University catalogues, publisher catalogues, receiving suggestions from the user group.
- **Book Shelving**
- **Journals Section:** Sending reminders for missing issues.
  Electronic Information Section
- **Online Databases:** Familiar with online databases, E-Journals, E-Books, Corporate Databases.
- **Database Management:** To maintain all the databases subscribed by the library efficiently and effectively.
- **Reference Section:** Attending reference queries & responds them on a stipulated time.

	▪ **Circulation Section:** Circulation Control System – To monitor & ensure the smooth functionality of entire circulation system such as check in/check outs/reminders etc. ▪ Tie-up with other libraries for sharing the resources when required (Inter-Library Loan)
Seminars & Workshops	▪ Visited several well established & Hi-tech libraries of Lucknow like CDRI, NBRI, IIM, ITRC for evaluation of reference source in 2013. ▪ Project completed on information literacy video using JING screen casting software in 2013. ▪ Project completed on how to search OPAC's (Online Public Access Catalogue) of two different types of libraries in 2013. ▪ Project completed on newspaper clipping in 2014. ▪ Project completed using CDS/ISIS software in 2014. ▪ Attended workshop on E-resources in social science organized by University "Central Library", Mohanlal Sukhadia University during Nov 17-25, 2014.Udaipur (Raj.) ▪ Attended two days Librarians Development Program on Elements of Effective Librarianship organized by BITS Pilani during Apr 8-9, 2016, Jaipur.
References	▪ **Dr. Anjali Gulati,** Associate Professor, Dept. of Library and Information Science, Lucknow University. (Contact No. 9839928562) ▪ **Dr. Shriram Pandey,** Professor, Central University of Haryana (Contact No. 9636383110) ▪ **Ms. Shweta Pandey**, Deputy Librarian, Chhatrapati Sahuji Maharaj Kanpur University (Contact No. 9636912920)

(Anjali Mishra)