



YASHWANTH K S

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PERSONAL DETAILS

Date of Birth: 18th December 1998

Gender: Male

Languages Known:

Kannada, English, Hindi, Telugu

Nationality: Indian

CAREER OBJECTIVES

To work as an Information Resource Centre (IRC) professional in a dynamic corporate environment where I can apply my expertise in library science, digital tools, and user support. I aim to contribute to efficient resource management, promote knowledge services, and continuously upskill while delivering excellent service in alignment with organizational goals.

EMPLOYMENT HISTORY

 K S School of Engineering and Management,
Bangalore-560109.

 April 2023 - Present

Designation: Library Assistant

Service Period: April 2023 - Present

Annual Salary Drawn: ₹2,76,000.

- Oversee the daily functioning of the library, including material circulation, classification, and resource shelving.
- Deliver user assistance by supporting information retrieval, digital database access, and research consultations.
- Administer and maintain bibliographic and user records through integrated library systems such as Koha and Libsoft.
- Conduct orientation sessions to familiarize users with library services and provide academic support to faculty.
- Participate in IRC desk operations by managing queries, performing transactional tasks, and delivering prompt information services.
- Lead outreach and engagement activities, including book exhibitions, walk-throughs, and library service promotions.
- Train students in navigating OPAC, using e-resources, and employing digital tools for academic and project-based research.

EDUCATIONAL QUALIFICATION:

🎓 Master of Library & Information Science (M.L.I.Sc)

Bangalore University, Bangalore – 2022

First Class – 67.35%

🎓 Bachelor of Arts (B.A.)

Belture Government College, Bangalore – 2020

First Class – 62.71%

🎓 Pre-University Course (PUC)

Belture Government College, Bangalore – 2017

Second Class – 53.33%

🎓 Secondary School Leaving Certificate (SSLC)

Ghandi High School, Bekkalale, Maddur (TQ)– 2014

First Class – 72.00%

JOB PROFILE

📖 Information Resource Acquisition & Cataloging

Assist in the selection, acquisition, and accessioning of books, journals, and digital materials.

Classify and catalog resources using DDC (Dewey Decimal Classification) and MARC standards.

Maintain and update bibliographic records in Koha, Libsoft, and other library automation software.

🔄 Resource Circulation & Access Management

Handle issue, return, renewal, and reservation of materials through LMS platforms.

Track usage and send reminders for overdue resources.

Facilitate smooth circulation operations and user-friendly access to physical and digital content.

📖 Reading Promotion & Knowledge Awareness

Conduct outreach activities such as book talks, floor-walks, and reading promotions.

Engage users through IRC awareness campaigns and interactive sessions.

Align information resources with user requirements and learning goals.

Digital Services & Information Access

- Support users in accessing online databases, e-resources, and corporate research tools.
- Encourage safe and ethical use of internet resources.
- Guide users in navigating information platforms and educational tools.

User Support & Reference Assistance

- Conduct user orientation sessions and training on using the OPAC and e-resources.
- Provide reference services and research guidance to associates and internal teams.
- Assist with citation tools such as Zotero, Mendeley, and EndNote.

IRC Automation & Technical Services

- Operate and maintain Library Management Systems (LMS) for smooth daily operations.
- Support digital transformation by integrating interactive and user-friendly technologies.
- Troubleshoot common IT/library software issues and coordinate technical support.

Information Services Promotion & Engagement

- Promote IRC services through internal newsletters, digital screens, and knowledge events.
- Coordinate IRC displays, digital bulletin boards, and outreach sessions within the organization.
- Collaborate with team members to increase visibility and usage of IRC offerings.

Data Reporting & Policy Implementation

- Maintain IRC statistics, generate monthly reports, and assist in data analysis.
- Enforce information service policies for optimal usage and resource integrity.
- Contribute to budgeting, planning, and development of IRC infrastructure.

✓ Skills & Competencies

Library Automation Tools: Koha, Libsoft, LMS platforms

Technical Knowledge: MS Office, HTML, Python, IT Applications

Information Services: OPAC, e-resources, research & reference tools

Communication & Collaboration: Query handling, user support, faculty/staff coordination

Outreach & Promotion: Book talks, IRC awareness drives, digital engagement

Digital Resource Management: E-books, repositories, citation tools

Professional Traits: Detail-oriented, adaptive, service-focused, willing to upskill

PROFESSIONAL IT SKILLS/EXPERTISE:

Operating Systems

Proficient in Windows and Linux environments for managing system-level tasks and library server operations.

Application Software

Skilled in Microsoft Office Suite: Word, Excel, PowerPoint, and MS Access.

Library Automation Software

Expertise in Koha, Libsoft, Library Manager, and NewGenLib for automation of circulation, cataloging, and user services.

Successfully implemented Koha LMS with barcode integration for issuing, returns, and borrower management.

Maintain and customize library workflows for enhanced efficiency and reporting.

Digital Library Platforms

Hands-on experience with DSpace, Greenstone, and EPrints for managing institutional repositories and digital content.

Support metadata entry, digital archiving, and access control in open-source platforms.

Programming & Web Technologies

Working knowledge of HTML and CSS for customizing web interfaces and OPAC displays.

Familiarity with basic Python and Java through O-Level certification.

Content Management Systems (CMS)

Experience with Drupal and Joomla for organizing and maintaining digital knowledge content.

Assist in setting up user-friendly digital libraries and knowledge portals.

Library Management Expertise

Proficient in end-to-end implementation and support of Library Management Systems (LMS).

Skilled in budget planning, resource acquisition, reporting, and policy implementation to support library growth and compliance.

COURSES:

O'Level Computer Certification Course

National Institute of Electronics & Information Technology (NIELIT)

Covered: HTML, CSS, Java, Python, IT Applications, Internet Technology, MS Office, and Basic Web Design.

Gained hands-on knowledge of web development fundamentals, programming logic, productivity tools, and IT systems relevant to digital library environments.

Science Communication: Research Productivity & Data Analytics

NPTEL Online Certification

Focused on enhancing academic writing, citation techniques, and data interpretation for research productivity.

Advanced R Programming for Data Analytics in Business

NPTEL Online Certification

Introduced statistical computing, R-based data visualization, and data analysis techniques for business and research.

IT Applications in Libraries

NPTEL Online Certification

Explored library automation tools, digital repositories, and emerging technologies in information management

DECLARATION:

hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.