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III.- PROPÓSITO DEL PUESTO

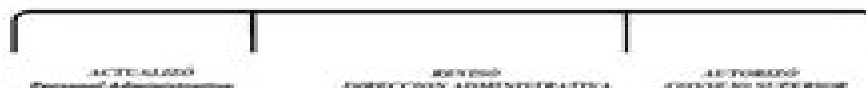
Clasificar, actualizar, orientar y atender al público usuario.

IV.- FUNCIONES PRINCIPALES

No.-	FUNCIONES
1	Ingresar y registrar los libros de la biblioteca al sistema.
2	Orientar al público sobre el uso de ficheros y bibliografía para seleccionar libros o temas específicos y proporcionar la bibliografía y material que soliciten los usuarios, llevando el control y registro de los mismos.
3	Desarrollar la logística de las labores técnico administrativas propias del puesto. (programas de cultura, establecer contactos con otras bibliotecas, actualizar la base de datos de bibliografías)
4	Registrar, clasificar, controlar las publicaciones y libros que realiza la academia y las adquisiciones de libros y publicaciones por concepto de compra, canje o donación.
5	Presentar informe mensual de actividades a su jefe inmediato.
6	Otras funciones que le asigne su jefe inmediato.

V.- RELACIONES DE TRABAJO

RELACIONES INTERNAS	RELACIONES EXTERNAS
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Manual De Funciones De Puestos

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