

## Appendix E

### **JOB DESCRIPTION – ASSISTANT LIBRARIAN**

#### ROLE

To supervise the processing of all library materials including new purchases, donations and reclassifications  
 To administer the library and supervise staff and volunteers in the absence of the librarians.  
 To assist the librarian in selecting library materials.  
 To maintain overdue files.

#### ACTION TO ACCOMPLISH ROLE

##### Materials Processing

Accessioning of all library materials.  
 Generate shelf cards, pockets, other book cards and spine labels.  
 To file and maintain the shelf, author, subject and title cards.

##### Circulation Desk/Patron Services

Receive and check out library materials.  
 Registers patrons for memberships.  
 Assist patrons in the location of materials and /or information.  
 Shelve library materials.  
 Phone patrons who have overdue materials.  
 Assist librarian with story hour/preparation of materials.  
 Order and process interlibrary loan books.  
 Records daily statistics for circulation and membership.  
 Assist librarian in planning summer reading program – prepares materials and maintains records of results.

##### Other Responsibilities

Keeps track of office and processing supplies  
 Assists librarian in selection and purchasing of new items for the collection  
 Administers the library in the absence of the librarian.  
 Other related duties as assigned by the librarian.  
 Janitorial duties as required.

##### Qualification

Grade XII education  
 Good typing skills  
 Experience, such as volunteer or previous work in a library  
 An ability to deal effectively with the public  
 An ability to work by themselves and make their own decisions.  
 Computer Skills.