

Job Description of Librarian

1. **Archiving**
 - i. Evaluating, selecting, retrieving and arranging materials
 - ii. Identify ways of protecting and preserving collections;
 - iii. Advise on the ongoing organisation and storage of material in order to encourage organisations to plan for the future.
 - iv. Prepare record-keeping systems and procedures for archival research and for the retention or destruction of records
 - v. Advise users on how best to access, use and interpret archives
2. **Acquisition/ Procuring resources** [books, periodicals, multimedia items] and other materials by selecting, ordering from local and overseas publishers or vendors or by visiting bookstores and exhibitions within the city.
3. **Classification and Cataloguing:** Ensure that all books are accurately classified using the Dewey Decimal System and ensure all resources are catalogued i.e. data entry for all resources on the library software Alice. Check all catalogued resources and assign keyword for easy retrieval.
4. Handling library budgets for determining, selecting and procuring library resources [books, periodicals, CD-ROMs and other resource and multimedia items]
 - i. This ranges from sorting requisitions from staff members [teachers with instructional materials and professional resources] and students, combined with the information collected on various subjects; prioritizing requirements and balancing with the budget allocated; manage order placing to procurement
 - ii. Textbook Orders – Ordering textbooks for IB and IGCSE
5. **Controlling the Circulation Desk** - Updating and tracking the records of all materials checked in and out
 - i. This includes assisting students and staff check in and out of all materials, evaluate and maintain records for defective, outdated and damaged materials, maintain and catalogue library materials, among others
6. **Monitoring and Tracking** of overdue books, periodicals calculating related fines
 - i. This includes maintaining and updating records for over-standing library materials; prepare and distribute fines and overdue notices; collect fines and maintain records accurately in database
7. **Asset/Inventory Management** - Processing all New Materials ensuring that it equips with the Library Automated System ALICE. This includes determining, entering and adjusting accession details for all new materials in the automated library system, processing of all materials to 'shelf-ready' status, updating and maintaining records of lost materials, among others
8. Handling the **Year End Inventory**
9. **Miscellaneous** -
 - a. Maintaining and updating library calendar,
 - b. Providing reference service to students and teachers,
 - c. Updating staff regularly with new resources added and assisting with bulletin boards,
 - d. Helping students using technology for researching their projects, and with on-line information sources.
10. Book Fair: To conduct an annual Book Fair by coordinating with Book Publishers/ Suppliers and giving students and staff access to quality books.
11. Such other duties as may be assigned by the Head of Administration within the terms of employment