



## **JOB DESCRIPTION: POS. NO. UNRE LIB P-003 – ASSISTANT LIBRARIAN**

DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION: <b>ASSISTANT LIBRARIAN</b>
OFFICE/AGENCY Chancellery	LOCAL DESIGNATION <b>ASSISTANT LIBRARIAN</b>
DIVISION Chancellery	HIGHEST SUBORDINATE: Senior Library Officer 1    POS. NO. UNRE LIB P-004
BRANCH Chancellery	IMMEDIATE SUPERVISOR: Librarian 1    POS. NO. UNRE LIB P-002
SECTION Library	LOCATION - Popondetta Campus

### **1. PURPOSE**

- This position will be responsible to provide library services and overseeing its core functional activities to ensure efficiency and effectiveness

### **2. ACCOUNTABILITIES**

- Supervise key operational areas of library such as Periodicals subscriptions
- Effective and efficient library services for PNG UNRE
- Ensure library activities are carried out accurately and efficiently to achieve targets
- Have a good knowledge of all library functions and objectives

### **3. MAJOR DUTIES**

#### **1. SERIALS/PERIODICALS**

- Develop a periodicals subscriptions system to acquire both printed and e-copies
- Recording, stamping, display and storage of all serials/journals and ensure they are maintained
- All PNG journals (HARVEST, PNG Agriculture Journal, Science in New Guinea, etc.) to be arranged in order and kept inside the Reserve Area
- Tidy up Journals/Serials shelves every morning and afternoon if need be
- Update Periodical Accession Register and other related duties in regard to journals

#### **2. READER'S SERVICE**

- Be in charge of Reader's Services and all tasks involved
- Tidy up library every morning and afternoon when need arises (Books, Journals, Shelves, etc.)
- Attend to staff/student queries and assist in searching for information

- d. Keeping records and writing weekly overdue notices for overdue books when we start to lend books
- e. Charging and collecting overdue fines and other fees for photocopying, printing and binding and disburse money collected to Accounts Office
- f. Attend to complaints from clients and help them to use library resources
- g. Arrange for damaged books to be fixed or replaced
- h. Download information from various sources and make them available to students
- i. Assist to search for information on the internet after exhaustive search manually is not successful
- j. Assist students in using Athena & Liberty v5 Library Catalogue for searching for information
- k. Participate in the night shift duties and annual stock take

### **3. CATALOGUING**

- a. From time to time you will be asked to do inputting in the Athena Library Software and do Word processing in the other programs to be computer literate
- b. You will be asked to do cataloguing and classification of library materials using AACR2, Library of Congress Subject Headings and Dewey Decimal Classifications 23th Edition, to test your competency in handling these Library tools
- c. Perform other duties as and when delegated by the Librarian

### **4. POSITION AND PERSON SPECIFICATIONS**

#### **a) QUALIFICATIONS**

- A degree in librarianship from a recognized university or a degree in another discipline with postgraduate qualifications in librarianship.

#### **b) KNOWLEDGE**

- Demonstrate a familiarity with use of Dewey Decimal Classification scheme and Library of Congress Subject Headings
- Be familiar with Anglo American Cataloguing Rules (AACRII)
- Be computer literate and have good understanding of windows 7/8/10 and MS Office suites
- Knowledge of information storage and retrieval systems
- A working knowledge of Liberty v5 Library Software would be a distinct advantage

#### **c) SKILLS**

- Computer Literate
- Good communication skills and ability to communicate with all library users
- Good interpersonal skills and ability to keep calm under pressure
- Good working attitude including punctuality at work self-starter and ability to carry out duties without much supervision
- Ability to uphold, implement and abide by library rules and regulations
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**d) WORK EXPERIENCE**

5 years' work experience in library services