Position Description

Knowledge Management Division
Information Systems Management Section

<table>
<thead>
<tr>
<th>Position</th>
<th>Assistant Librarian</th>
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<tr>
<td>Position Type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Salary Range</td>
<td>NR 8 – NR 9</td>
</tr>
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<td>Location and Position No</td>
<td>KMD/ISM NR-KD-007</td>
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<td>Reporting Relationship</td>
<td>Reports to the Librarian</td>
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<tr>
<td>Subordinates</td>
<td>Nil</td>
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1. Position Summary

Reporting to the Librarian, the Assistant Librarian supports the Librarian in ensuring that the NRI research library operates effectively as a support tool for researchers.

2. Dimension:

- Budget: N/A
- Staff: N/A
- Expenditure budget: N/A
- Equipment: N/A

3. Nature and Scope:

Reporting Relationship
The Assistant Librarian reports to the Librarian as a direct subordinate.

Diagram:

```
  Information Systems Management Manager
     
      Librarian
       
Assistant Librarian
```
**Working Environment**
Located within Information Systems Management section of the Knowledge Management Division, this position is responsible for providing vital backup support services to all users of the Institute Library by assisting the Librarian.

**Constraints, Framework and Boundaries**
Library is governed and managed within the Guidelines of Library Management Best Practices, College of Congress Library Management, Dewi Decimal Classification, IFLA and ALA standards.

**Challenges**
- Inadequate funding for library resources such as furniture, scanning equipment for digitizing hard copies and limited physical office spaces.
- Understaffing and lack of qualified staff.
- Changing environment to educational and learning environment with the infiltration and adaptation of Information and Communication Technologies.
- Proper maintenance of physical Library office environment from proper cooling and temperature controls with continuous functional air-conditions, free from harmful habitats such as rats, ants, termites, bees, etc.

**Working Relationship**
*Internal*
- Immediate Supervisor, ISM Manager, NRI Researchers, Management and colleagues.

*External*

4. **Key Outcomes**
- NRI Researchers are satisfied and their expectations met with the provision of efficient library services.
- Ensure to register new books and other materials in the Liberty Library application.
- Labelling and maintaining covers of books.
- Indexing relevant eBooks, journal articles and other materials.
- Conduct stock take of the library holdings.
- Ensure borrowed materials are recouped when due and returned to the appropriate shelves.

5. **Key Duties & Responsibilities**
   - **User Support and Service**
     *Ensure to Efficiently respond and assist with the daily onsite user request for information.*
   
   - **Registration of Books**
     *Ensure the newly acquired books and other publications are registered in the Liberty Library application*
   
   - **Book Covers and Labeling**
     *All books and other publication materials have proper covers for protection and appropriate labels affixed using International coding and labeling standards.*
   
   - **Library Office Environment**
Ensure that the Library Office spaces are clean and arranged neatly and tidily.

- **Conduct periodical Stock Take**
  Periodic stocktake of books and other library holdings are conducted

- **Provide periodical report to immediate Supervisor/Manager.**
  Prepare and provide periodical reports and analysis as and where required.
  Ensure such reports are factually and materially accurate and credible.

- **Perform other duties.**
  Perform any other duties as directed by the Librarian, Manager IMS and Executive Managers.

6. **Technical Knowledge and Skills**
   - Working knowledge of Liberty v5 Library Management System.
   - Working knowledge of Library policies, procedures, methods, ethics and professional standards.
   - Working knowledge of Information Research and gathering systems and methods.
   - Working knowledge of cataloguing, acquisitions and indexing using Dewy Decimal Classification Systems and Library of Congress standards.
   - Working knowledge of e-Library principles.
   - Working knowledge of Microsoft Office Suite.

7. **Qualifications and Experience**
   - Tertiary Qualifications in Library and Information Sciences or equivalent.
   - Possess a minimum of 3 years’ experience in Library or Information Management.
   - Member of OLA.

8. **Personal Attributes and Skills**
   - People-centered attitude.
   - Excellent communication skills.
   - Team Player.
   - Customer service oriented.
   - Problem-solving skills.
   - Works ethically and with integrity.
   - Strives to increase productivity.

9. **Personal Attributes and Skills**
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10. **Levels of Supervision**
    - Entry Level positions reporting to the Librarian
Declaration:

I confirm that I have read and fully understand the role of the Assistant Librarian and undertake to accomplish my tasks consistent with this position description and adhere to the changes that are instituted by Executive Management and the Council from time to time.

Sign: ......................................................

Staff: ......................................................  Date: ......................................................

Librarian: ..................................................  Date: ......................................................