

## **POSITION: LIBRARY CLERK**

### **BASIC FUNCTION OF POSITION**

Under the direct supervision of the Library Director, performs a variety of clerical and support duties at circulation desk, periodicals section and outreach programs. Assists average 700 patrons to obtain current periodicals and newspapers. Assist senior staff in borrower registration and related works at the circulation desk for serving 700 patrons on multiple priorities on a daily basis. Assists expanding Book Donation Project. Library clerks are typically assigned a shift that includes Saturday work.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Circulation: 40 %**

Assist at circulation desk with 700 books, DVDs, Music CDs checking-in and out daily and long patron lines. To handle TOEFL books loan service for 120 patrons twice a month.

Review overdue books, DVDs and other materials in the circulation software and print out the overdue notices to send out to patrons monthly. Monitor the reserved books and materials to call the patrons to collect them.

Assist with the annual inventory, Library orientation program monthly to 100 patrons and annual Open House Program to 1000 patrons.

Responsible for dealing with Book Binder and contractor for book repairs and plastic covers for 100 books weekly.

Act as back-up for senior library clerk during her day-off once a week and whenever necessary. Act as back-up of SAC coordinator.

#### **Periodicals collection: 30 %**

Maintain and record 112 periodicals at Newsstand and 11 newspapers by adding new issues, maintaining periodicals back files and tracking back issues of periodicals titles. Assist to donate back issues of periodicals to organization and institutional libraries by visiting them monthly.

Download the online newspapers, Asian Wall Street Journal and Financial Times daily.

Assist to file the daily Burma related news in English and Burmese version for Today News Files and Archives Files everyday and makes book format for recent Burma reports, E-Journals and other reports to display on shelf.

Assist librarians in making copies and distributing the Article Alert lists and Table of Content lists for 100 library contacts monthly.

**Outreach:****30%**

To organize, sort and pack over 60 boxes of books from Room to Read Project and other book distributors from United States and donate them to 80 community libraries, churches libraries, and monastic education centers on Burma on a monthly basis.

Ensure timely delivery of book lockers to 18 departmental libraries and institutions to change with new books every three month by meeting with the professors and responsible librarians to receive the feedback from them.

Assist with invitation deliveries for library programs to the target audiences.