

POSITION: LIBRARY CLERK (CIRCULATION)

BASIC FUNCTION OF POSITION

Under the direct supervision of the Information Resource Center (IRC) Director, supports American Center programs and activities; supports duties at the circulation desk, library acquisitions, and outreach programs. Responsible for registration process of hundreds of new and renewing members weekly, and enters patron information into database on a daily basis. Responsible for taking quality photos to document library events and activities held at the American Center. Assist in organizing the monthly Youth Forum and serves as liaison with facilitator and key speakers.

MAJOR DUTIES AND RESPONSIBILITIES

Circulation:

40 %

Assists at the circulation desk to check out 700 books, DVDs, Music CDs each day; check out 500 Test preparation books(TOEFL, SAT, GRE, GMAT, USMLE) for monthly loan service. Reviews overdue materials and prints out the overdue notices to send out to patrons monthly. Monitors the reserved books and materials and calls patrons to collect them. Assists in cataloging to make the books available to patrons immediately. Helps select and advise on the relevant use of test preparation resources (TOEFL, GRE, GMAT, USMLE), language books and teacher development resources to develop a high quality American Center library program and assist with supporting the English language teaching program.

Suggest designs and assist in creating library promotional materials and flyers.

Supervises 40 library volunteers and organizes professional development opportunities in order to provide quality service to students and library patrons. Acts as back-up for the library technician in the reference section during the technician's absence.

Periodicals collection:

30 %

Maintains 80 periodicals at Newsstand and 11 newspapers by adding new issues, maintaining periodical back files and tracking back issues of periodical titles. Helps donate back issues of periodicals to organizational and institutional libraries..

Maintains the login account for E library USA users. Organizes and prepares power point presentation on E Library USA and E library for university librarians and academic staff to explain how to use the databases more effectively. Maintains contact with librarians to ensure they have access and sends notices on new resources in the virtual library. Assists in promoting new materials through book exhibits and programs.

In reach / Outreach:

30%

Assists with library outreach/in-reach programs, such as library workshops, monthly orientation program, book club discussions, and PAS programs. Acts as a point of contact for the American Center orientation program, workshop and book exhibitions.

Assists the American Corner at the Myanmar Institute of Theology in developing its activities and resources and develops the relationship between American Center library and American Corner to the users' benefit.

Explores ideas with library director on how to expand library and educational services to many partners, especially with 22 government and local institutions with the book locker program.