

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 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 daily basis. Updates American Center facebook page to promote International Information Programs (IIP) publications, American Center programs and activities, and other information about the United States. Responsible for taking quality photos to document library events and activities held at the American Center. Downloads digitized books to Kindle E-Readers for the readers. Organizes 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 and to clear the desks before the next month's shipment arrives.

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 IRC program and assist American Center English language teaching program.

Designs and produces 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 library technician in the reference service during her day-off once a week and whenever necessary.

Periodicals collection:

30 %

Maintains 112 periodicals at Newsstand and 11 newspapers by adding new issues, maintaining periodical back files and tracking back issues of periodicals titles. Helps donate back issues of periodicals to organizational and institutional libraries by visiting them monthly.

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 them how to use the databases more effectively. Maintain contact with librarians to ensure they have their logins and passwords needed for their reference and research.

Downloads the online newspapers, Asian Wall Street Journal and Financial Times daily. Assists in filing the daily Burma-related news in English and Burmese versions for Today News Files and Archives Files every day. Prepares book-format publications for recent Burma reports, E-Journals and other reports for display on library shelves.

Assists librarians in making copies and distributing the Article Alert lists and Table of Content lists for 100 library contacts each month.

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.