

## **POSITION: LIBRARY CLERK (OUTREACH)**

### **BASIC FUNCTION OF POSITION**

Under the direct supervision of the Information Resource Center (IRC) Director, provides support for the American Center operations and activities by welcoming visitors and assisting with duties at the circulation desk. Responds to general and reference queries for information about the United States. Responsible for conducting demonstrations of new online databases, such as E Library USA; gives monthly powerpoint presentations for library patrons on library services; maintains contact with library patrons accessing library services and materials for their reference and research. Conducts regular outreach for the book locker program at universities and other institutions on a quarterly basis. Regularly assists with American Corner programs and activities at the Myanmar Institute of Theology. Performs supervisory duties for library volunteers in order to provide easy access to online resources at the language lab of the American Center.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Outreach: 40%**

Serves as an administrator for the American Center Facebook page, frequently posting new items in order to share information about PAS/American Center regular and special programs. Shares IIP publications such as e-journals, text and transcripts and articles; shares posts from the US Embassy, Rangoon Facebook page. Takes quality photos to document events and activities to submit them in regular reports to library Director and to post them to the social media platform.

Compiles lists of contacts from the database for target audiences for outreach and in-reach for PAS programs.

Collects library membership fees from the Jefferson Center in Mandalay (\$900 per month) and works with the library staff at the Jefferson Center on library circulation policy and procedures.

Regularly ships library supplies and materials to the Jefferson Center by Express service monthly basis. Coordinates with the Director of Courses, Educational Advisor, Program Support staff on the public lecture programs held at the American Center and other outreach programs. Report on regular library activities in MAT System.

Assists with PAS special events and regular programs held at the American Center with audio visual materials coordination with AV technician and program support. Assists delivery of invitations for library and PAS programs.

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

Assists American Center members with library circulation service and the use of new Public Access Catalog with new library software (Destiny library manager) on a daily basis. Updates patrons' records, deletes the expired records and uploads the new patrons' data from Destiny Library software. (800-1000 patrons per month).

Processes American Center membership fees, overdue fines, photocopy fees and reimbursement. Also performs routine bookkeeping duties (\$1400 - \$1800 weekly basis) with receiving machine.

Downloads digitized books in multiple formats from Amazon eBooks for Kindle usage every Thursday.  
Gives power point presentations to target audiences on how to use the Kindle and provide basic troubleshooting.

Monitors the internet stations and coordinates with ISC staff and Local Internet Service providers to insure that the public internet stations run smoothly.

Acts as a circulation manager in the absence of library technician.

**Acquisition: 20%**

Receives and checks the newly arrived books from the vendors; unpacks, sorts, and moves the books from the embassy to the center. Assists the library director in collection development on human rights, books on Burma, computer science, management and teen fiction and teen non-fiction.