

POSITION DESCRIPTION - LIBRARIAN (CIRCULATION)

Basic Function of Position

Under the direct supervision of the Supervisory Librarian, the incumbent is responsible for overseeing the entire circulation activity including the issuing, return and record keeping of the Information Resource Center (IRC). Researches IRC's electronic and traditional resources for the target audience. Assists with collection development and is also responsible for handling recycling services.

Major Duties and Responsibilities

% of Time

Circulation:

Supervises the circulation of the library collection of books and non-book materials. Supervises the receiving and recording of overdue fines. Inspects damaged circulation materials, including books and equipments and take necessary action for maintenance. Identifies cataloging errors and corrects in circulation database. Maintains circulation data and prepares regular statistical reports for the IRC Director. Plans a strategy and program to target younger wider audiences through circulation services. Assists Supervisory Librarian in designing promotional materials and assists in developing marketing strategies to highlight PD products, programs and services. Monitors and assesses advances in information technologies in order to electronically transmit IRC product where feasible.

Research/Reference

50%

Assists Supervisory Librarian in responding reference queries. Completes research using a wide range of traditional and electronic resources including, but not limited to, the Internet, CD-ROM, and US governmental sources. Responds to inquiries for in-depth information primarily from the target audience (e.g. parliamentarians, academics, senior ministry officials and other policy makers, the media, researchers), as well as from the mission staff, and other agencies at posts. Researches inquiry by interpreting Government legal, and legislative documentation or other appropriate resources.

20%

Recycling

Is responsible for applying policies relating to IRC recycling regulations, assists in filling request forms, prepares receipts against collection of funds and maintains recycling cuff records.

10%

Collection Development

Selects or recommends selection of publications such as US Government Printing Office publication, congressional and other USG documents, and think tank reports which will be useful for outreach services. Apprises supervisor of newly selected publication. Assists Supervisory Librarian in selecting and updating resources.

10%

Other

Performs other duties as assigned.

10%