

FIM/008/0004/2

01.07.88

ANC LIBRARY PROJECT

1st July 1988 - 31st December 1990



## BACKGROUND AND JUSTIFICATION

### 1) General

The African National Congress is a liberation movement whose aim is to bring about democracy and equality in South Africa. Its main principles are recorded in the Freedom Charter, which by now is a well-known document in many parts of the world. The African National Congress is widely recognized as the main opponent to the apartheid policy in South Africa, and it receives support from a number of governments and organizations all over the world.

Because of the apartheid politics of the white minority regime in Pretoria, many ANC supporters have been forced to flee from their home land and live in exile in other countries. Especially after the 1976 Soweto uprising a number of students had to run away from South Africa, and then Tanzania offered ANC an opportunity to establish a school for the refugees at Mazimbu, Tanzania.

### 2) Somafco

Nowadays the Solomon Mahlangu Freedom College (Somafco) comprises a secondary school, primary school, nursery school and day-care centre. There are also a number of supportive structures, such as hospital, farm, carpentry factory, garment factory, tailoring unit, cobblery, garage, welding workshop, photo laboratory and technical department.

The first library at Mazimbu was situated in an ordinary class room, which soon proved to be too small.

The Youth sections of the Nordic Center Parties raised funds for building a new library, and the building (the area of which is about 800 m<sup>2</sup>) was completed in 1985. Providing it with basic furniture and books took some time, but in June 1986 it was opened for the public.

According to a plan, made and accepted by the ANC at Mazimbu in January 1986, the Mazimbu library will be developed into a Central library for ANC library services. It will serve the Mazimbu schools and community, assist the Vocational Training Centre library at Dakawa, and, at a later stage, help also other A NC libraries according to their needs. It will also house an archives section of all the ANC material.



### 3) Dakawa Development Centre

Another ANC centre, Dakawa Development Centre, was established in Tanzania in 1980. The nucleus of the area now consists of the Vocational Training Centre, Student Orientation Centre and Cultural Centre. A number of small industries will be developed at Dakawa, and the rest of the land will be developed for agriculture and ranching. Eventually the project should be able to accommodate 5 000 people (the population now stands at about 500).

At the moment there is a small library at the Vocational Training Centre, the size of an ordinary class room. A book collection is also placed in a container at the Student Orientation Centre. There are plans to build a bigger library at Dakawa, but so far no concrete measures have been taken to realize the plans.

### 4) Viana Centre, Angola

A small library has been established at the Viana Centre. Further details will be provided after the Project Coordinator has made a trip there and familiarized herself with the situation.

### 5) Lusaka Headquarters

The ANC Lusaka library is connected with the headquarters of ANC and is mainly functioning as a reference library for the officials of the Lusaka office.

### 6) Donations

As the ANC receives all its funds from donors in various parts of the world, also the Library, mainly the Mazimbu library, has received aid from a number of sources. For instance Unesco, ILO, Norwegian Ministry for Foreign Affairs, Australian Trade Unions, Molise (Italy) and Afro-Asian Solidarity Committee (Soviet Union) have donated books, AV material and provided training facilities. The Finnish Library Association, with a financial assistance from the Finnish Ministry for Foreign Affairs sent a librarian to work at Mazimbu, first from December 1985 to March 1986, and then for two years starting from August 1986. The Association also sponsored one ANC student to study Library Science in Finland, starting from October 1986. Since FINNIDA takes over financing the main projects, the administration of the ANC library services becomes smoother. There is no need any more to spend the professional librarians' time for looking for funds from a number of sources.



## 7) Needs

The ANC leadership has laid great emphasis on developing the library services for the organization. It is understood that the library is an essential part of the educational system and an important tool for even the whole struggle. By establishing the Mazimbu library building a good framework for the future development has been created. However, with completing the building the library services are still far from the target. Personnel, books and other library material, stationery and furniture are essential components in forming a functional service.

### a) Library material

With the book donations received so far, a basic stock for the Mazimbu library has gradually been established. However, for any library service a steady annual acquisition of new books is essential. The basic collections of periodicals and AV material have to also be built up for the Mazimbu library.

Dakawa, Viana and Lusaka libraries are lacking even the basic material. Even if these libraries will remain smaller than the one at Mazimbu, basic reference - and handbooks as well as other material are needed, and the collections have to be regularly replenished with new additions.

### b) Furniture and equipment

When the Mazimbu library was built it was provided with furniture and some stationery. However, some pieces of furniture are still needed (book trolleys, chairs, etc.), and as the services are developing, some new needs for the furniture will also arise. There is also a continuous need for stationery. Catalogue cards, bookcards- and pockets, spinelabels, plastic etc. are used for book processing, and a variety of office supplies is daily needed for the library functions.

The Dakawa library is provided with the basic furniture, but the Viana library needs both the basic material and the expendable items (the latter is needed for the Dakawa library, too).



8) Library personnel and training

The most important part of developing the library services is training personnel. Qualified people are needed to turn the book collections into an information and recreational centre by acquiring, organizing, preserving and disseminating the material to the community members.

At the moment the Mazimbu library is headed by the Finnish librarian, but an ANC librarian has recently obtained her Master's Degree in Library Science in Hungary, and has returned to Mazimbu in October 1987. She will take over the library administration after some practical training at Mazimbu. One ANC student is studying for a Master's Degree in Finland, and his studies will take a minimum of four more years. Five students have been attending the Library Assistants' Certificate Course in Dar es Salaam, Tanzania, and completed the course in December 1987. They have worked as library assistants at Mazimbu and Dakawa as from January 1988.

With the present number of staff it is still difficult to run the ANC libraries. According to the previously mentioned plan, 3 professional librarians and an archivist is needed for the Mazimbu library. In addition, several trained assistants, trainee librarians and assistants are needed. Since also the other ANC libraries are in need of trained personnel, and since the requirements of the future South Africa have to be taken into consideration, more students have to be sent for studies. The studies should cover all the levels, starting from the certificate up to the degree level. After the formal studies the students will be introduced to practical library work at the Mazimbu library, and thereafter they will be able to work independently at other libraries.



THE TARGET GROUP

The libraries are meant to serve all the ANC members in exile. This include the students at Mazimbu, Dakawa and Viana centres, from nursery school to secondary and vocational school levels. The libraries are also supposed to serve the teachers as well as other workers in the ANC centres.

At the moment there are about 1500 people living at Mazimbu, 500 at Dakawa and 300 at Viana. They are all entitled to register as members at their respective libraries and borrow books from there. Those who merely visit the centres on a short term basis cannot borrow any material, but are allowed to otherwise make use of the library facilities (reading books and newspapers, listening to music etc.). It is, therefore, easy to keep records on those who register as members and borrow books, but there is no way of keeping statistics about the other activities going on in the libraries and people who make use of them.

Since the centres are fairly small and closed communities it is easy to reach all their members. Information about the libraries can be officially spread through the schools and newsletters of the centres, but a personal contact with the customers is also easy to establish, and it is often a more efficient way of spreading information than the official channels.



DEVELOPMENT OBJECTIVES

The development objectives of the project are as follows:

- 1) Development of ANC members to make them to fully participate in the struggle for the free, democratic and non-racial society in South Africa,
- 2) Support of the educational system of the ANC at all levels,
- 3) Growth of self-confidence and pride among the refugees in their own culture, and the willingness and ability to produce their own products both in cultural and scientific fields,
- 4) Participation in the efforts of the ANC to train manpower who will be capable of taking over a number of professional tasks in the future South Africa.



IMMEDIATE OBJECTIVES

Immediate objectives of the project are as follows:

- 1) Further development of the Mazimbu library to serve the Mazimbu residents and to function as the Central library of the ANC,
- 2) Development of the Dakawa Vocational Training Centre library to serve the students and teachers of the Vocational Training Centre. Development of the library services for the other residents of Dakawa,
- 3) Starting development of the Viana library,
- 4) Training library personnel.



## OUTPUTS

As a product of the project

- 1) The Mazimbu library will be a functioning library consisting of a processed book collection, a lending system, a reference section with some information services, an audio-visual section and a programme for cultural activities,
- 2) The Dakawa Vocational Training Centre library will have a processed book collection, a functioning lending system and a reference section. The plan for library services for other Dakawa residents will be completed,
- 3) The plan for the Viana library will be completed, the librarian will have started working, books will have been ordered and some have been processed,
- 4) The state of the training programme of the library personnel will stand as follows:
  - In 1989 one student will have gained a Certificate in Library Studies,
  - In 1990 one student will have gained a Certificate in Library Studies,
  - In 1990 one student will have completed six months of his/her studies for a 18 month course for a Certificate in Library Studies,
  - In 1990 four students will have completed one and a half years of their three and a half year course leading to a Bachelor's Degree in Library Science,
  - In 1990 one student will have completed three years of his five year course leading to a Master's Degree in Library Science,
  - On the job training for those going for studies and those having returned from their courses has been established and is continuing.



## ACTIVITIES

### 1) Personnel

- a) The Project Coordinator will be working at the Mazimbu library as from July 1988. She will make the following trips:
  - to Viana in 1988,
  - To Viana and London/Helsinki in 1989,
  - to Viana and Helsinki in 1990,
- b) The ANC librarian will be working at the Mazimbu library as from July 1988,
- c) - Three trained library assistants will be working at the Mazimbu library from July 1988 to April 1989,
  - One trained library assistant will be working at the Mazimbu library as from January 1990,
  - One trained library assistant will be working at the Dakawa library from July 1988 to April 1989,
- d) Untrained library assistants will be working at Mazimbu, Dakawa and Viana libraries throughout the life of the project,
- e) A librarian will be working at the Viana library as from July 1989,
- f)-A subject consultant will be working at the Mazimbu library from 1st September to 30th Septemebr 1988,
  - A subject consultant will be working at the Mazimbu library from 1st September to 31st October 1989,
- g) The Project Secretary will be working in Helsinki as from July 1988. She will make a trip to Mazimbu in August 1988, and to London in 1989.



2) Library material

- a) Books will be acquired and processed (classified, catalogued etc.) for the Mazimbu and Dakawa libraries throughout the life of the project.  
Books will be ordered for the Viana library during 1989, and acquired and processed during 1990,
- b) Periodicals will be subscribed for the Mazimbu and Dakawa libraries throughout the life of the project. Periodicals will be subscribed for the Viana library as from July 1989,
- c) Audiovisual material will be ordered and processed for the Mazimbu library throughout the life of the project.

3) Stationery, equipment, furniture

- a) Stationery, equipment and furniture will be acquired for the Mazimbu and Dakawa libraries throughout the life of the project,
- b) Stationery, equipment and furniture will be acquired for the Viana library as from July 1989,
- c) A car will be acquired for the Viana library in July 1989.



#### 4) Library functions

- a) Throughout the life of the project the personnel will maintain and develop at the Mazimbu library
- lending services
  - reference services
  - lending video films to the organizers of the shows
  - classvisits for primary and secondary school students
  - career talks to the form five students
  - culture hall programme for rehearsals, performances, exhibitions and video shows
  - on the job training for library workers

In 1989

- information services are developed by introducing special indices
- audiovisual section is developed by introducing music listening facilities

- b) Throughout the life of the project the personnel at the Dakawa VTC library will maintain and develop

- lending services
- reading facilities
- limited information services

- c) At the Viana library

- lending services will be started in 1990
- ▼ reference services will be started in 1990

#### 5) Planning

- a) Plans for starting the Viana library services will be made in January 1989,  
b) Plans for the development of the Dakawa library services will be made in 1990.



6) Training

- a) One student will start her 18 month certificate level library studies in July 1988 in Tanzania,
- b) One student will start his/her 18 month certificate level library studies in July 1989 in Tanzania,
- c) One student will start his/her 18 month certificate level library studies in July 1990 in Tanzania,
- d) Four students will start their degree level library studies in April 1989 in Britain,
- e) One student will continue his degree level studies in Finland throughout the life of the project. In September 1988 he will start his second year of the five year studies.



INPUTS

I The ANC will provide

- 1) Personnel (Job descriptions attached)
  - a) Trained librarian, based at Mazimbu,
  - b) Eight students for the library courses,
  - c) Trained library assistants, based at Mazimbu and Dakawa,
  - d) Untrained library assistants, based at Mazimbu, Dakawa and Viana,
- 2) Buildings

Situated at Mazimbu, Dakawa and Viana,
- 3) Furniture

Basic furniture (shelving, tables and chairs) at Mazimbu and Dakawa.

II FINNIDA / Library Association will provide

- 1) Personnel (Job descriptions attached)
  - a) Project Coordinator, based at Mazimbu,
  - b) Project Secretary, based in Helsinki, half-time (20 hours a week),
  - c) Two subject consultants, working on a short time basis at Mazimbu,
  - d) Librarian, based at Viana,
- 2) Material
  - a) Books and other library material for Mazimbu, Dakawa and Viana libraries,
  - b) Stationery, equipment and furniture for Mazimbu, Dakawa and Viana libraries,
- 3) Training
  - a) One five year course leading to a Master's Degree in Library Science,
  - b) Four three and a half year courses leading to a Bachelor's Degree in Library Science,
  - c) Three 18 month courses leading to a Certificate in Library Studies.



BUDGET

The sums are given in Finnish marks (FIM)

1988

I Personnel

1) Project Coordinator

Salary (Scale A 22, with 5 increments)  
1.7.-31.12., 6 x 13933,- (incl.  
employer's compulsory payment  
for social security)

Insurances, medicine

Transport expenses: petrol, spare parts

Travel: Mazimbu-Lusaka-Viana-Lusaka-Mazimbu  
Ticket

Daily allowance 14 x 250,-

Hotel 12 x 500,-

83 598,-

1 500,-

8 000,-

6 000,-

3 500,-

6 000,-

108 598,-

108 598,-

2) Project Secretary

Half-time = 20 hours a week

Salary (Scale A 19, with 5 increments),  
1.7.-31.12., 6 x 5595,70,- (incl.  
employer's compulsory payment  
for social security)

Travel: Helsinki-Mazimbu-Helsinki  
Ticket

Daily allowance 14 x 200,-

Hotel 2 x 300,-

Insurances, medicine

33 574,-

12 000,-

2 800,-

600,-

1 000,-

49 974,-

49 974,-



3) Subject Consultant

Salary (Scale A 20, with 3 increments), 1 month	9 750,-	
Travel: Helsinki-Mazimbu-Helsinki		
Ticket	12 000,-	
Daily allowance 30 x 200,-	6 000,-	
Hotel 2 x 300,-	600,-	
Insurances, medicine	<u>1 500,-</u>	
	29 850,-	29 850,-

II Library material and equipment

1) Books and other library material

For Mazimbu and Dakawa

- Books
- Periodicals
- AV-material

100 000,-      100 000,-

2) Stationery, equipment, furniture

For Mazimbu and Dakawa

- Expendable (cataloguecards, bookcards, etc)
- Unexpendable (photocopiers, airconditioners, etc)

75 000,-      75 000,-

III Training

1) A Student in Finland

Accommodation 6 x 700,-

Monthly allowance 6 x 2 400,-

School fees, books

Insurance

4 200,-	
14 400,-	
2 000,-	
<u>700,-</u>	
21 300,-	21 300,-



2) A Student in Tanzania

Accommodation & one meal 6 x 1 300,-	7 800,-	
Monthly allowance 6 x 120,-	720,-	
Meals 6 x 480,-	2 880,-	
Transport 6 x 90,-	540,-	
School fees & books	<u>2 200,-</u>	
	14 140,-	14 140,-

IV Administrative expenses & miscellaneous

- Mail, telex, telephone, office stationery, etc.	5 000,-	
- Miscellaneous	<u>6 138,-</u>	
	11 138,-	11 138,-

Total expenditure for 1988	410 000,-	410 000,-
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1989

I Personnel

1) Project Coordinator

Salary (Scale A 22, with 5 increments)

1.1.-31.12., 12 x 13 933,- 167 196,-

Travel: Mazimbu-Lusaka-Viana-Lusaka-Mazimbu

Ticket 6 500,-

Daily allowance 14 x 250,- 3 500,-

Hotel 12 x 500,- 6 000,-

Mazimbu-London-Helsinki-Mazimbu

Ticket 12 000,-

Daily allowance 7 x 230,- 1 610,-

Hotel 7 x 650,- 4 550,-

Insurances, medicine 2 000,-

Transport expenses: petrol, spare parts 20 000,-

223 356,- 223 356,-

2) Project Secretary

Half-time = 20 hours a week

Salary (Scale A 19, with 5 increments)

1.1.-31.12., 12 x 5595,70 67 148,-

Travel: Helsinki-London-Helsinki

Ticket 2 500,-

Daily allowance 7 x 230,- 1 610,-

Hotel 7 x 650,- 4 550,-

75 808,- 75 808,-



3) Librarian (Viana library)

Salary (Scale A 20, with 3 increments)

1.7.-31.12., 6 x 9 750,-

58 500,-

Travel: Helsinki-Viana

10 000,-

Insurances, medicine

2 000,-

Transport of personal effects

2 600,-

Transport expenses: petrol, spare parts

20 000,-

93 100,-

93 100,-

4) Subject Consultant

Salary (Scale A 20, with 3 increments)

2 x 9 750,-

19 500,-

Travel: Helsinki-Mazimbu-Helsinki

Ticket

12 000,-

Daily allowance 60 x 200,-

12 000,-

Hotel 2 x 300,-

600,-

Insurances, medicine

2 000,-

46 100,-

46 100,-

II Library material and equipment

1) Books and other library material

For Mazimbu, Dakawa and Viana

- Books

- Periodicals

- AV material

400 000,-

400 000,-

2) Stationery, equipment, furniture

For Mazimbu, Dakawa and Viana

- Expendable (cataloguecards, bookcards, etc.)

- Unexpendable (book trolleys, shelves, etc.)

210 000,-

210 000,-

3) A Car (for the Viana library)

90 000,-

90 000,-



### III Training

#### 1) A Student in Finland

Accommodation	12 x 700,-	8 400,-	
Monthly allowance	12 x 2 400,-	28 800,-	
School fees, books		2 000,-	
Insurance		700,-	
Clothing allowance		<u>1 200,-</u>	
		41 100,-	41 100,-

#### 2) A new student in Tanzania

Accommodation & one meal	6 x 1400,-	8 400,-	
Monthly allowance	6 x 130,-	780,-	
Meals	6 x 500,-	3 000,-	
Transport	6 x 100,-	600,-	
School fees, books	2 500,-	<u>2 500,-</u>	
		15 280,-	15 280,-

#### 3) An old student in Tanzania

Accommodation & one meal	11 x 1400,-	15 400,-	
Monthly allowance	11 x 130,-	1 430,-	
Meals	11 x 500,-	5 500,-	
Transport	11 x 100,-	<u>1 100,-</u>	
		23 430,-	23 430,-

#### 4) Four students in Britain

4 airtickets	á 10 000,-	40 000,-	
4 accommodations	á 9 x 700,-	25 200,-	
4 monthly allowances	á 9 x 2 600,-	93 600,-	
4 school fees	á 28 000,-	112 000,-	
4 book allowances	á 1 500,-	6 000,-	
4 insurances	á 800,-	3 200,-	
4 clothing allowances	á 2 000,-	<u>8 000,-</u>	
		288 000,-	288 000,-



IV Administrative expenses & miscellaneous

- Mail, telex, telephone, office stationery, etc.	15 000,-	
- Miscellaneous	<u>8 826,-</u>	
	23 826,-	23 826,-
 Total expenditure for 1989	 1 530 000,-	 1 530 000,-



1990

I Personnel

1) Project Coordinator

Salary (Scale A 22, with 5 increments)

1.1. - 31.12., 12 x 13 933,- 167 196,-

Travel: Mazimbu - Lusaka-Viana-Lusaka-Mazimbu

Ticket 6 500,-

Daily allowance 14 x 250,- 3 500,-

Hotel 12 x 600,- 7 200,-

Mazimbu-Helsinki-Mazimbu

Ticket 12 000,-

Hotel 2 x 400,- 800,-

Insurance, medicine 2 000,-

Transport expenses: petrol, spare parts 25 000,-

224 196,-

224 196,-

2) Project Secretary

Half-time = 20 hours a week

Salary (Scale A 19, with 5 increments)

1.1.-31.12., 12 x 5595,70 67 148,-

67 148,-

3) Librarian (Viana library)

Salary (Scale A 20, with 3 increments)

1.1.-31.12., 12 x 9750,- 117 000,-

Travel: Viana-Helsinki-Viana

Ticket 12 000,-

Daily allowance 2 x 250,- 500,-

Hotel 2 x 600,- 1 200,-

Insurances, medicine 2 000,-

Transport expenses: petrol, spare parts 25 000,-

157 700,-

157 700,-



4) Subject Consultant

Salary (Scale A 20, with 3 increments)

2 x 9 750,- 19 500,-

Travel: Helsinki-Mazimbu-Helsinki

Ticket 13 000,-

Daily allowance 60 x 200,- 12 000,-

Hotel 2 x 400,- 800,-

Insurances, medicine 2 000,-

47 300,- 47 300,-

II Library material and equipment

1) Books and other library material

For Mazimbu, Dakawa and Viana

- Books

-Periodicals

- AV material

300 000,- 300 000,-

2) Stationery, equipment, furniture

For Mazimbu, Dakawa and Viana

- Expendable (cataloguecards, bookcards)

- Unexpendable(microreader etc.)

50 000,- 50 000,-

III Training

1) A student in Finland

Accommodation 12 x 700,- 8 400,-

Monthly allowance 12 x 2 400,- 28 800,-

School fees, books 2 000,-

Insurance 700,-

39 900,- 39 900,-



2) A new student in Tanzania

Accommodation & one meal 6 x 1500,-	9 000,-	
Monthly allowance 6 x 140,-	840,-	
Meals 6 x 600,-	3 600,-	
Transport 6 x 110,-	660,-	
School fees, books 3 000,-	<u>3 000,-</u>	
	17 100,-	17 100,-

3) An old student in Tanzania

Accommodation & one meal 11 x 1500,-	16 500,-	
Monthly allowance 11 x 140,-	1 540,-	
Meals 11 x 600,-	6 600,-	
Transport 11 x 110,-	<u>1 210,-</u>	
	25 850,-	25 850,-

4) Four students in Britain

4 accommodations á 12 x 800,-	38 400,-	
4 monthly allowances á 12 x 2 700,-	129 600,-	
4 school fees á 28 000,-	112 000,-	
4 book allowances á 1 500,-	6 000,-	
4 insurances á 900,-	<u>3 600,-</u>	
	289 600,-	289 600,-

IV Administrative expenses & miscellaneous

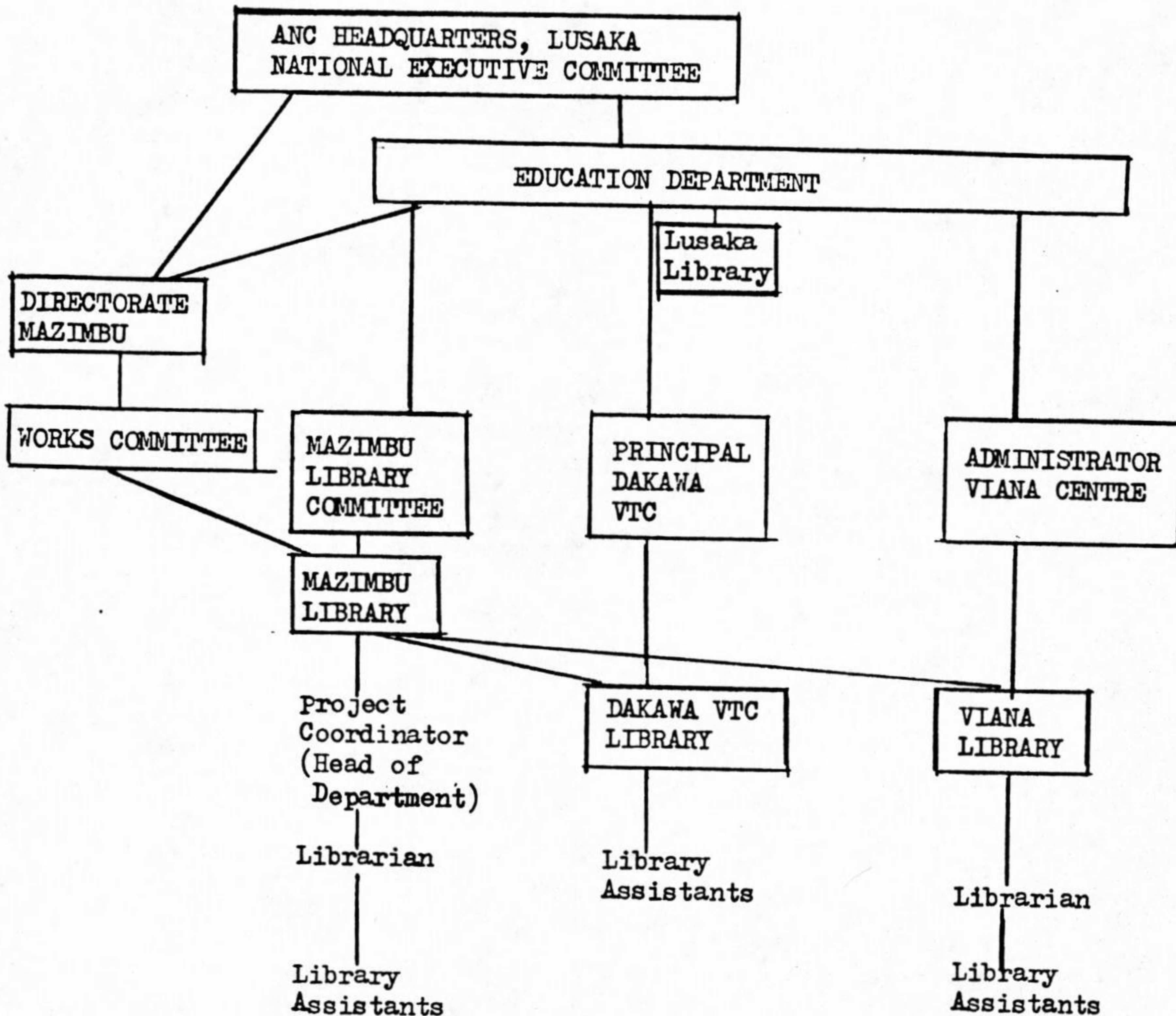
- Mail, telex, telephone, office stationery etc.	15 000,-	
- Miscellaneous	<u>11 206,-</u>	
	26 206,-	26 206,-

Total expenditure for 1990	1 245 000,-	1 245 000,-
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## PROJECT ORGANIZATION

### 1) The Chart



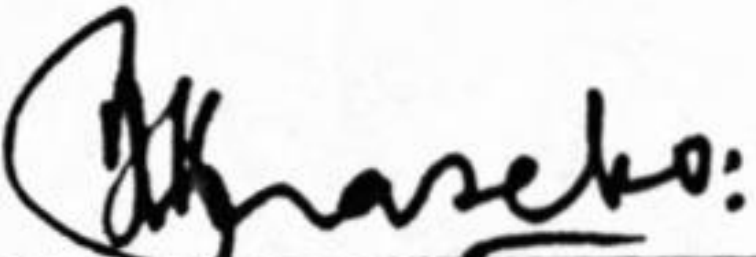
- a) The Mazimbu Library is one of the about 30 production units which all send one representative to the Works Committee. The Works Committee is represented by one of its members in the Directorate.
- b) The Mazimbu Library Committee is composed of the Principals of the Secondary and Primary Schools, Chief Administrator, Representative of the Zonal Political Committee and the Head of the Library. It meets every two months, and its task is to help and advise the library staff to ensure the smooth running of the library.
- c) The Finnish Library Association is the implementing agency of the FINNIDA contribution.



2) Monitoring and evaluation

- a) A progress report of the project will be biannually submitted to the ANC and FINNIDA. The first report will cover the period of 1st July - 31st December 1988. The report will be prepared by the Project Coordinator.
- b) The FINNIDA funds will be channelled through the Finnish Library Association. A separate agreement will be made on the project implementation.
- c) Evaluation of the whole project will be made towards the end of the project by the ANC and FINNIDA.

Mazimbu, 25 April 1988

pp.   
Henry Makgothi  
Assistant Secretary General



APPENDIX

JOB DESCRIPTIONS

1) Job Description of the Project Coordinator

Covering the period of July 1988 - December 1989.

The Coordinator will act as the Head of the Mazimbu Library.

The duties will be as follows:

- Responsibility for the overall functioning of the Mazimbu library
- liaison with the Centre's administration
- cooperation with other ANC libraries
- cooperation with other (Tanzanian, African, overseas) libraries
- planning the present and future functions of the library
- supervision of the work of all the other library staff
- planning and supervision of the staff development schemes: on the job training, scholarships
- participating in the daily routines of the library when needed
- acting as a secretary for the Library Committee
- reporting to the ANC and FINNIDA about the progress of the project
- other duties assigned by the ANC administration.

Job description for 1990 will be provided in 1989.



2) Job Description of the ANC Librarian

Covering the period of July 1988 - December 1989.

The librarian will act as the Senior Librarian at the Mazimbu Library.

The duties will be as follows:

- Responsibility for the library in the absence of the Head of Department
- supervision of the work of the assistants and attendants
- responsibility for the overall work of the processing section
- book and other library material selection
- classifying
- cataloguing in the absence of other trained personnel
- career talks
- class visits
- story hours, when needed
- readers' advisory work: literature search, information retrieval
- preparing book and other library material lists
- preparing work schemes for the staff
- carrying out in-service training programmes
- assisting in cooperation with other libraries
- responsibility for the archives in the absence of the Archivist
- other duties assigned by the Head of Department.

Job description for 1990 will be provided in 1989.



3) Job Description of the Trained Library Assistant

Covering the full length of the project.

The duties will be as follows:

- Supervision of the library routines in the absence of librarians
- cataloguing books and other library material
- suggesting titles for acquisition
- preparing orders for library acquisitions
- receiving new books, comparing the titles against orders and the existing stock
- filing catalogue cards
- searching for information, with the help of librarians, when needed
- advising readers in finding library material
- charging and discharging library material
- recovering overdue library material
- recording statistics
- checking the arrangement of the daily issue
- shelving books and periodicals
- checking shelf arrangement
- participating in preparing exhibitions and information material
- conducting story hours
- other duties assigned by the librarians.



4) Job Description of the Untrained Library Assistant

Covering the full length of the project.

The duties will be as follows:

- Participating in book processing by
  - stamping the library stamp on the title pages of the books
  - attaching datelabels to the books
  - attaching bookpockets and bookcards to the books
  - writing spinelabels and attaching them to the books
  - putting plastic covers on the books
- repairing books and other library material
- charging and discharging library material
- advising readers in routine matters
- registering readers, preparing reader's tickets
- looking for the requested books on the shelves and in the issue
- stamping and recording periodicals and newspapers
- removing back copies of periodicals and newspapers
- shelving books and periodicals
- checking shelf arrangement
- any other duties assigned by the librarians.



5) Job Description of the Project Secretary

Covering the full length of the project.

The duties will be as follows:

- Catering for the needs of the students under training
- catering for the project personnel administration
- organizing the travels of the project personnel
- acquiring brochures and lists of library material and sending them to the ANC libraries
- processing book orders, periodical subscriptions, stationery and furniture orders
- keeping records and accounting for the funds used for the project
- keeping in contact with the Ministry for Foreign Affairs of Finland when needed
- carrying out any other duties assigned by the Secretary General of the Finnish Library Association or the Project Coordinator.

6) Job Description of the Library Consultant

The consultant will classify library books according to the Dewey Decimal Classification System under the supervision of the Project Coordinator.

7) Job Description of the Viana Librarian

The job description of the Viana librarian will be submitted together with the plan for starting the library services at Viana.