

SLO/2004/2004/17

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### THE JOB DESCRIPTION OF THE ASSISTANT LIBRARIAN

The duties of the Assistant Librarian are as follows:

- Performing duties of the Senior Librarian in her/his absence,
- responsibility for the overall functions of the lending, reference and AV sections,
- readers' advisory work: literature search, information retrieval,
- book and other library material selection,
- preparing book and other library material lists,
- maintenance of the Central Library catalogue,
- cataloguing in the absence of other suitable personnel,
- career talks,
- class visits,
- story hours,
- daily work schemes for the assistants,
- exhibitions,
- assisting in carrying out in-service training programmes,
- acquiring stationery,
- assisting in organizing functions at the theatre and group-room.,
- other duties assigned by the Principal Librarian.