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The Library

Semafce

9 September 1984

Cde Principal

Re: Request for more manpower.

As you know the functions of the library in our community, we forward you with this letter with the hope of receiving some assistance from you.

For the library to achieve its aims, it is obvious that it requires a certain degree of organization. The primary requirement for the achievement of proper organization of the library is the proper organization of the library staff. This, we have to emphasize, is a prerequisite, which when not satisfied, will lead to improper processing, handling, loaning and returning of books. We have experience of this situation here and are still contending with it. Books are lent out and some are never returned while some are returned months later than the stipulated dates of return.

We have a system of lending books out but it has proved quite difficult to ensure the return of each and every book; not due to faulty records but due to inadequate time allocated for such a task by the staff.

It is a well-known fact that we receive books, journals, periodicals etc. now and again. On their arrival our attention has to be diverted to their processing and shelving. This work requires experienced hands as there are classification and cataloguing rules to be followed. Besides these, there are certain book tags, slips and cards to be made. Most of this work has to be typed. An index card system has to be organized to facilitate proper recording. Journals have to be recorded and requisitions for more books have to be made. The cleanliness and orderliness of the library have to be constantly checked.

We haven't forgotten also that this room presently used for the library is only for temporary convenience. The completion of the real library building is in sight. This development thus, of necessity, orientates our present work towards preparations for a transfer. The transfer should come at a time when all or most of the book processing is completed so as to avoid unnecessary disorganization at the opening period of this library. The shortage of library personnel has drastically slowed down the processing of books and this is not desirable as they cannot be used by anybody. This, therefore, calls for an increase in the number of library personnel and the allocation of specified duties to each.

After considering this issue, we concluded that the consummate structure for the present is the following:

HEAD LIBRARIAN:

1. To be answerable for the daily running of the library.

2. To consult with the various departments on issues

pertaining to the library.

b) To supervise and give direction to all people working in the library.

c) To be in charge of the processing and to actually do the processing of the books as a technician and qualified person.

d) To be in charge of the organization of the index system.

e) To be responsible for the ordering of and requisitioning for necessary library material.

DEPUTY LIBRARIAN:

35 To act in a supervisory capacity in the absence of the librarian.

b) To assist in the processing and shelving of books.

0) To be in charge of the daily time-table of the library.

ATTENDANT:

85 To assist readers in the library.

3) To keep daily, quarterly and annual records of the inflow and outflow of library books.

c) To record and file periodicals, journals, reference books etc.

I) To make lists of needed material.

TYPIST:

a) To type all necessary material for the library e.g. book-cards, readers' cards, index cards etc.

b) To be in charge of library correspondence and to do all secretarial work.