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" _ Staff meeting. 22 Angus! 1991

'Job descriptions (shortly)

1) Hggg 91 the Deganmeng

Sinikka (2) overall

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3 Ike (1) archivp -1 counter

g) Ihg Librgign

, Peggy (2) AV - processing - counter

Thembela (1) processing - counter - AV

Post (2) processing - counter - AV

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Bongani(1,2) AV - counter - processing

Dineo (2) counter - processing - AV

Tshepo (1) counter - prOcessing - AV,

, Andie (1) 'counter - processing - AV

Toronto (2) . counter - processing - AV

William (1) counter - processing

, Stuart (2) counter - processing

1- Joe (2) 1 counter - processing

Saturday and evening shifts

7 mm:

Thembela

Ike

Bongani

Tshepo '

And'ie

William

r2.shi

Sinikka

Peggy 051':

Ben I

Dineo

Toronto

Stuart

Joe (Sat)

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30 Tea
2.00 Counter I AV I Processing
9.00-9
9.30-1
7.30-9.00 Shel

VJOB DESCRIPTIONS

NW

The Head Librarian will act as the Head of the Library Department at Mazimbu and as the head of the ANC libraries and the Archive Section of Mazimbu.

The duties will be as follows:

- responsibility for the overall functioning of the ANC libraries
- liaison with the Centre's administration
- cooperation with other ANC libraries
- cooperation with other libraries (Tanzanian, African, overseas)
- planning the present and future functions of the library
- supervision of the work of the library staff
- participating in the daily routines of the library when needed
- other duties assigned by the ANC administration

2) The Archive Section

The duties will be as follows:

- responsibility for the overall functioning of the Archive Section
- cooperation with other departments
- planning the present and future functions of the Archive Section
- supervision of the work of the archive staff
- other duties assigned by the Head of the Department

3) The Library

The duties will be as follows:

- supervision of the work of the assistants and attendants
- responsibility for the overall work of the processing section (or AV section)
- book and other 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
- assisting in cooperation with other libraries
- responsibility of the archives in the absence of the Archivist
- other duties assigned by the head of Department

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4) Tgained Libragy Assigtantg

The duties will be as follows:

- supervision of the library routines in the absence of librarians
- cataloguing books and other material
- suggesting titles for acquisition
- preparing orders for library acquisition
- receiving new books, comparing the titles against orders and 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

5) Temgeorggz; Lyman Assigtggtg

The duties will be as follows:

- participating in book prooessing by
- stamping the library stamp on the title pages of the books
- attaching datelabels to the books
- attaching bookpockets and bookboards 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 disoharg-ing library material

- '-' advising readers in routine matters
- .- registering readers, preparing reader'
- 7'- locking for requested
- ' issue