

Staff meeting 22 August 1991

Job descriptions (shortly)

1) Head of the Department

Sinikka (2) overall

2) The Archivist

Ike (1) archive - counter

3) The Librarian

Peggy (2) AV - processing - counter

4) Trained Library Assistants

Thembela (1) processing - counter - AV

Post (2) processing - counter - AV

5) Temporary library assistants

Bongani(1,2) AV - counter - processing

Dineo (2) counter - processing - AV

Tshepo (1) counter - processing - AV

Andrie (1) counter - processing - AV

Toronto (2) counter - processing - AV

William (1) counter - processing

Stuart (2) counter - processing

Joe (2) counter - processing

Saturday and evening shifts

1. shift

Thembela
Ike
Bongani
Tshepo
Andrie
William

2. shift

Sinikka
Peggy/~~Post~~
Bongani
Dineo
Toronto
Stuart
Joe (Sat.)

Daily programme

7.30 - 9.00 Shelving

9.00-9.30 Tea

9.30-12.30 Counter / Processing / AV

12.30-13.30 Lunch / - " -

13.30-16.30 Counter / Processing / AV

Eveningshift

13.00 -17.00 Processing / AV / Counter

17.00-17.30 Tea/ - " -

17.30-21.00 Counter / Processing / AV

Saturdays

7.30-9.00 Shelving

9.00-9.30 Tea

9.30-12.00 Counter / AV / Processing

JOB DESCRIPTIONS

1) The Head Librarian

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 Archivist

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) Librarian

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
- responsibility of the Library in the absence of the Head of the Library

4) Trained Library Assistants

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) Temporary Library Assistants

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 requested books on the shelves and in the issue
- stamping and recording periodicals and newspapers