



## Job Description

<b>Job Title</b>	Assistant Librarian
<b>Department/Institute</b>	Library and Learning Resource Centre
<b>Reporting to</b>	Library Director
<b>Main Objective</b>	The Assistant Librarian is the professionally trained person who will daily and constantly interact with all library users assisting them in getting the maximum benefit from the full range of information material available on the main and/or off-site MCAST Library premises. Moreover the Assistant Librarian is also responsible for other professional work that ensures that the library acquires processes and presents information material for its users and for the proper upkeep of the library environment.

1. Information needs analysis – through various means such as individual course analysis and contact with Institute Directors and lecturers, making sure that the library knows about the real information needs of all its users: students (full-time and part-time) and staff (academic and administrative);
2. Selection of appropriate material (printed, visual, electronic, on-line etc.) – through familiarity with the full range of literature in chosen subject areas, assists in making judicious choices as to what should be acquired;
3. Acquisition of material – assists, through control, in the acquisition process (compiling, placing, chasing and closing of orders);
4. Information processing – cataloguing (AACR2), classification (DDC) and subject heading (Sears) of all acquisitions onto an electronic Library Management Software;
5. Student and other library users support – through direct interaction with students and staff on the premises, assists all users with making best use of all the information resources (material and equipment) held by the Library;

6. To undertake student supervision through physical presence ensuring that library holdings and facilities are properly used and protected;
7. Staff training – participates in training library assistants in basic library routines and on completion of own further professional development programmes reports back to colleagues on acquired knowledge;
8. Quality assurance - assists in the establishment of quality standards for the library and individually and collectively implements and monitors these quality standards. Finally assists in the evaluation of same quality standards achieved;
9. Promotes the library directly through delivering instruction on the proper use of facilities on the premises and through participation in activities that indirectly promote the library like library publications and exhibitions;
10. Endeavors at all times by various means to keep up to date with own professional development.

**Other duties and responsibilities include, but are not limited to:**

11. Provide remote and in-person reference services to patrons;
12. Respond to the inquiries and concerns at Library service desks and reception counter;
13. Act as a Library liaison for MCAST institutes;
14. Create and update contents for the library webpage and social media;
15. Assist library management in the process of planning & budgeting;
16. Assist in the Library outreach programmes and marketing events;
17. Periodic stock taking and the weeding out of obsolete material;
18. Effectively manage the Library accounts and liaise with the Accounts Department.
19. Assist library management in staff administration and supervision of Library Clerks, Interns and volunteers;
20. Assist library management in the selection and maintenance of software systems and of library equipment;
21. Information housekeeping – the physical preparation of acquired material for use by library patrons (shelf marking, shelving, circulation and repairing);
22. Participates in other duties as and when requested by the Library Director in the best interest of the MCAST Library and Learning Resource Centre;
23. To be available to work in accordance with the exigencies and opening timeframes of the MCAST Library, which may change and alter from time to time;
24. The list of duties is not exhaustive, and management may change or add tasks as and when required according to the exigencies and demands of MCAST.