

**Habib University**  
**Job Description**

<b>Position Title</b>	Library Assistant
<b>Department</b>	Library
<b>Reporting Relationship</b>	Senior Associate, Library and Education Programs
<b>Dated</b>	6 <sup>th</sup> August, 2015

**Scope of the Position**

The incumbent will assist students, faculty and staff in person or by telephone and provide customer services at check-in / checkout counters as per agreed schedule/shifts. Compile records, sort and shelve books, and issue and receive library materials. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Classify books, update and maintain records in KOHA. Perform relevant technical processing work including barcode generation, copy cataloging etc. Provide desktop processing services using office productivity software. The position will report to Deputy Manager, Reference and Technical Services.

**Summary of Key Functions**

**Specific Role:**

- Lend and collect books, periodicals and other materials at circulation desks.
- Enter and update patrons' records on computers.
- Process new materials including books, audiovisual materials, and computer software.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Locate library materials for patrons, including books, periodicals etc.
- Guide patrons on how to use reference sources and automated information systems.
- Inspect returned books for condition and due-date status, and compute any applicable fines.
- Answer routine inquiries, and refer patrons in need of professional assistance to librarians.
- Maintain records of items received, stored, issued, and returned.
- Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.
- Provide assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audiovisual and other materials.
- Take action to deal with disruptive or problem patrons.
- Classify and catalog items according to content and purpose.
- Register new patrons and enter / update their data.
- Send out notices and accept fine payments for lost or overdue books.
- Work closely with volunteers, and student assistants.
- Operate and maintain audiovisual equipment.
- Select substitute titles when requested materials are unavailable following criteria such as age, education, and interests.
- Deliver and retrieve items to and from departments by hand or using push carts.
- Assist in the preparation of book displays.
- Maintain record of bookings of discussion and group study spaces.

<b>Required Qualification, Experience and Skills</b>	
<b>Qualifications and Skills Required</b>	<ul style="list-style-type: none"> <li>• Certificate/Diploma or Bachelor's Degree in library and information science with at least one year of demonstrated experience in an academic library.</li> <li>• Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.</li> <li>• Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</li> <li>• Professional behavior and excellent interpersonal skills including the ability to work collaboratively as a team member and serve the public courteously and effectively.</li> <li>• Able to work with individuals from diverse cultural and professional backgrounds in a collaborative manner.</li> <li>• Manage details, set priorities, meet deadlines and maintain confidentiality.</li> <li>• Commitment to service, continuous improvement and innovation with a strong work ethic.</li> <li>• Fluent in office productivity software, ILS, Internet and other standard office equipment.</li> <li>• Demonstrate creativity, flexibility, and a positive attitude.</li> <li>• Willing to work a flexible schedule including evening hours in shifts and weekends (whenever required)</li> </ul>