

Staff of Toshu Fukami Library and E-Library in Customer Services Unit/Information/Circulation Desk

The Library staff in charge of Customer Service, Information, and Circulation Unit is responsible for providing library services to users, disseminating information on new arrivals, resources, and system to the users, and maintaining library assets and its collections.

A. RESPONSIBILITIES:

The Library staff in charge of Customer Service, Information, and Circulation Unit assumes the overall responsibilities as follows:

- Implement library policies, rules and regulations, and procedures;
- Prepare reports related to library for the Head to review;
- Assist library's users in finding required documents in the libraries;
- Disseminate all newly discovered E-resources, websites and databases to various stakeholders such as UC students, teachers, scholars, etc through e-mail or by any means;
- Be Responsible for library materials checked out or in;
- Provide training to library patrons in terms of how to searching for documents or in the use of library system;
- Promote and organize various events in the libraries to attract users to consult the libraries;
- Reshelf all returning borrowed books and manage catalogued learning resources on shelves based the DDC Class Number;
- Organize collections of books, publications, documents, audiovisual resources, and other reference materials for convenient access;
- Compile a list of overdue materials, and notify borrowers that their materials are overdue;
- Draft and maintain a daily, weekly, and monthly report of visitors, borrowed & returned items, etc and then send it to the head;
- Update and add new patron info into the system;
- Be responsible for managing all local newspapers, newsletters, magazines, reports in order (alphabetically) in boxes and then bind them every month or every week into one volume.

B. QUALIFICATIONS:

Must have high school diploma and Certificate in Library Training with 2 years working in a library with a good command of English. Be able to use computer programs including the ability to operate computerized library, spreadsheet, work-processing, email, and databases.

i. Knowledge

- Library policies, procedures, and ethics;
- Customer service;
- Be able to do Internet searches and use library database management systems;
- Books and other documents cataloguing, acquisitions, and searching on-line bibliographic utilities.

ii. Skills

- Ability to manage libraries and its collection;
- Team building skills;
- Research skills;
- Organizational and time management skills;
- Effective verbal, listening, and presentation skills;
- Effective written and verbal communication skills;
- Computer skills including ability to operate computerized library, spreadsheet, word-processing, email, and database

iii. Personal Attributes

- Honest and trustworthy
- Respectful
- Possess cultural awareness and sensitivity
- Flexible
- Demonstrate a sound work ethic

C. REPORT LINE

Library Staff required reporting to Head of Library.