# CLTC Position Description

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| **Position:** | Librarian | **Reporting to:** | Executive Dean (Library) |
| **Location:** | Banz Campus | **Hours:** | Full-time |
| **Division:** | Education | **Date Modified:** | 9 December 2024 |

1. **PURPOSE AND SCOPE**

The Librarian is responsible to ensure that the Leonard Buck Library (Banz) is a well-run and functioning facility providing library services to the College and community. He or she assists the Executive Dean (Library) to catalogue new books and develop and maintain the library to support the training and research requirements of the education division.

1. **PRIMARY TASKS AND SCOPE OF ROLE**
2. Day to day operation of the Leonard Buck Library (LBL), including but not limited to, inter library loans, overdues, references, special reserve, library programmes, and circulation.

Provide circulation services to patrons by:

- shelving materials correctly;

- checking materials out to patrons and ensuring that they are returned and discharged from the patron’s borrower account;

- registering new patrons and keeping patron electronic files up to date;

- assisting in shelf reading the collection to ensure materials are able to be retrieved quickly;

- processing and repairing materials as needed;

- assisting in the weeding of outdated and damaged material from the collection;

- maintaining bulletin board at entrance;

- assisting in requisition of supplies and stationery as required;

Provide clerical services by:

- processing overdue and lost item notices;

- process interlibrary loan requests;

- providing reference services to the public;

- providing instruction to patrons in the use of the various reference materials available in the library and on-line;

2. Be responsible for the security of the library building, collections, and equipment when while on duty by conducting periodic inspections of LBL and report any maintenance issues to the Senior Librarian for resolution.

3. Ensure housekeeping and physical maintenance of facilities and equipment in the library.

4. Manage the library software system and make updates.

2. Help students, faculty and library assistants with information and resource enquiries.

3. Cataloguing of new books including entry of bibliographic information into the library database and tagging and processing of books.

4. Train and supervise student helpers and casual staff.

5. Management of the library in absence of Executive Dean (Library).

1. **OTHER RESPONSIBILITIES**
2. Assist with stock takes.
3. Assist library helpers, staff, and visitors with photocopier and computer use, problem solving, and general assistance when faults occur.
4. Assist with library orientations and library usage classes for new undergraduate and postgraduate students, staff, and library helpers.
5. Provide student mentoring and teaching as required.
6. Participate on Faculty sub-committees as may be required.
7. Other duties as required.
8. **KEY RELATIONSHIPS**
9. Faculty
10. Students
11. **QUALIFICATIONS, EXPERIENCE AND VALUES**
12. **Academic**
    1. Bachelor degree qualification.
    2. Preferably training in both library and Bible and theology.
13. **Experience**
14. Experience as an assistant librarian.
15. Conversant with electronic library technology.
16. **Gift-Mix**
17. Essential: Administration

Good spoken, written and listening abilities in English

1. Desirable: Good relational skills

Good spoken, written and listening abilities in Tok Pisin

1. **Personal**
2. Ability to work helpfully with students.
3. Initiative, resilience, good team member, but can work well alone.
4. Godly character and integrity, and the mindset of a servant to empower those he/she leads.
5. A passion for the mission of CLTC, and commitment to the CLTC doctrinal statement.