



Chinese International School Secondary School Assistant Librarian

The Assistant Librarian assists the Teacher Librarian (TL) and Senior Librarian (SL) in acquiring, preparing, processing and organizing library resources as well as providing the school community with effective and efficient information services. In order to achieve the school mission, the Assistant Librarian supports the Library Policy and assists in the implementation of the Annual Library Plan which is developed in collaboration with the Teacher Librarian and Senior Librarian. The Assistant Librarian is under the supervision of the TL and SL and is appraised by the TL.

Specific responsibilities may include some or all of the following:

Library Administration

1. Works at the front desk for the circulation of library materials.
2. Processes new library resources including cataloging materials in Destiny and labeling, stamping and wrapping books.
3. Shelves all returned library materials and ensures that they are in the right place.
4. Pulls out those materials which are needed to be mended and discarded according to the TL or SL.
5. Updates periodic publications such as daily newspapers and magazines.
6. Sends out overdue notices and collects fine payments for lost or overdue items.
7. Sends out collection notices of reserved items when they are available to be borrowed.
8. Updates staff and students' records for the library.
9. Provides interlibrary loans for both primary and secondary staff and students.
10. Maintains library web page.

Information Literacy/Reading

1. Educates staff and students to use the library system and electronic resources such as on line databases, e-Journals etc.
2. Aids staff and students to retrieve information.
3. Assists TL and SL in preparing library materials for topic inquiry units eg preparing book sets, book list etc.
4. Answers inquiries and provides professional assistance to all staff and students when appropriate.
5. Assists with reading and book promotion in classes and/or in small groups.

Library Promotion

1. Assists with planning and organizing library programs such as reading programs.
2. Assists with displaying library materials.
3. Prepares new arrival lists for teachers so that they can encourage students to use them for their inquiry units and reading.

Preferred Position Requirements

- Bachelor or Masters of Library Science

- 2+ years of experience in a library environment
- Bilingual - English and Chinese
- Enjoy working with teenagers and interacting with users of different age groups
- Collaborative and flexible - ability to work well on a team and adapt to changing daily schedule
- Computer skills - Preferably Destiny, Canva, LibGuide, Google Suite

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