



TERMS OF REFERENCE Amref Library & Bookshop Intern

Objective

The main objective of hiring an intern is to provide program and administrative support to the Library services using knowledge of activities, regulations, and procedures of the Organization. The incumbent completes a wide range of technical, administrative, and program support duties

Job Title: Library/Bookshop Intern

Reporting to: Jane Ileri/Regional Librarian

Required Qualifications: Degree/Diploma in Library Information Science

Duration: The duration of the internship will be 3 months

Main Duties:

Customer Relations

- Providing comprehensive reference and information service to staff and external users
- Ensuring timely and positive feedback to issues and queries to all users
- Orientation of library users so as to familiarize them with the resource centre activities

Membership Management;

- Registration and processing of resource centre users and memberships in the database
- Providing statistics on membership and usage registered on weekly and monthly basis

Library materials processing

- Stamping and accessioning of materials
- Classifying and cataloguing of books,
- Abstracting and bar-coding

Circulation services;

- Performing activities related to the receiving and lending of library materials on the automated systems
- Ensuring that all library materials are sensitized for security purposes
- Maintaining and updating of loans records to ensure efficiency
- Working on reminders of any overdue materials
- Ensuring that books reservations are made as per the users' requests
- Shelving and displaying of library materials

Acquisition of Stationery

- Assist in the collection of stationery from the stores

Bookshop

- Assist Bookshop manager with activities in the bookshop including the following;
 - Covering up the bookshop in the absence of the manager
 - Assist in deliver of books to various selling point when required
 - Assist in stock take when required