

**BANK OF GUYANA
LIBRARY DIVISION, RESEARCH DEPARTMENT
JOB DESCRIPTION**

JOB TITLE: Library Clerk

DEPARTMENT: Research

UNIT: Library

PURPOSE OF POSITION: Under the direct supervision of the Librarian, the incumbent will be responsible for providing clerical and secretarial support and assisting with regular library operations.

PRINCIPAL DUTIES: Process all orders and receipts of library materials.

File correspondence.

Input catalogue information.

Prepare materials for disposal.

Assist with the management of periodicals by maintaining records, claims, filing, weeding and storage of back issues.

Operate and maintain the circulation system of all library holdings charging and discharging of records, overdues, preparing statistical and other relevant reports, clearance for staff, routing of materials, shelving of returned materials and interlibrary loan requests.

Assist users to find information to locate materials for loan and reference.

Participate in the organisation of the library to meet user needs.

Any other duties that may be assigned.