Keystone Academy of Beijing
Job Description and Person Specification

Position: Library Assistant/Cataloger
School Section: Keystone Libraries
Reports to: Librarians (Primary, Middle, or High school, wherever posted)
Qualifications: Bachelors degree or above

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JOB DESCRIPTION

Role Description / Working Relationships

The Library Assistant is responsible primarily for the cataloging of resources (Chinese, English, other), proposing materials for acquisition; data-entry and processing, assisting teacher librarians, circulation and library operational duties.

Externally: School Community (Primary, Middle, High School, wherever posted)
            Publishers/suppliers

Internally: School Staff
            Administration- including subject and curriculum coordinators
            Parents
            Students

General Duties and Responsibilities:

- Cataloging resources in Chinese, English and other languages when necessary
- Suggesting materials that support curriculum objectives
- Assisting the Librarian in teaching library usage to students, and preparing teaching materials and worksheets as needed
- Providing staff development for teachers in using library materials
- Assisting the Librarian in implementing information skills curriculum integration into the curriculum
- Promoting the use of library materials by faculty and students
- Evaluating the collection using the criteria in the Keystone Academy-Library Policy and Procedure Manual
- Discarding out-of-date materials in consultation with the Librarian
- Assisting the Librarians in prioritizing acquisitions
- Maintaining and repairing physical resources
- Attending and participating in departmental staff meetings and workshops
- Participating in school committees as directed by the Teacher/Librarian
- Assisting in the development of user guides and reviewing/updating them annually
- Providing group instruction and individual guidance for location of resources and development of sound research techniques
- Administering discipline in accordance with Keystone policies and administrative regulations
- Notifying faculty and students of new acquisitions
- Assisting the Librarian in development of an evaluation plan
- Attending workshops, conferences, and seminars to gain knowledge of new developments to incorporate into the Keystone Libraries program
- Preparing or arranging for displays and bulletin boards
- Notifying students and parents of overdue materials
- Consulting with administrators/teachers/parents/students regarding acquisitions
- Preparing general and/or specific reports as instructed by the Librarian
- Liaising with vendors
- Evaluating the relevance and appropriateness of the collection in regards to supporting the curriculum.
- Making recommendations to the Librarian which better help utilize financial, physical, and human resources
- Adhering to Keystone established policies and procedures which cover the whole school
- Performing other job-related task as instructed by the Librarian.

**Qualifications, Experience & Competencies:**

The Library Assistant/Cataloger should have the following:

- Bachelor’s Degree from an accredited four-year college or university with teaching qualification preferred
- Minimum of 2 years experience in a school setting
- Knowledge of basic computer applications—Word, Excel, PowerPoint, Access

In addition, the Library Assistant should possess:

- Ability to work independently as well as in a team oriented environment.
- Good communication skills in both oral and written format
- Possess a good level of higher cognitive skills such as interpreting, analyzing, extrapolating and differentiating
- Sound knowledge of general library usage and organizational patterns