



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
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LIBRARY ASSISTANT - DCSAL/KUTRRH/10

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Training, Research & Innovation	Section/Unit: Library
Job Title: Library Assistant	
Reports to: Hospital Chief Librarian	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Provide assistance in planning, developing and managing KUTRRH's library services and directing their contribution to the teaching and research programs of the Hospital. S/he will play a critical leadership role to support the academic objectives of the University.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used • Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas. • Facilitate the acquisition of books, pamphlets, periodicals, and audiovisual materials by checking prices, figuring costs and preparing appropriate order forms for review and sign off • Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents. • Review records, such as microfilm and issue cards, in order to identify titles of overdue materials and delinquent borrowers • Locate library materials for patrons, including books, periodicals • Instruct patrons on how to use reference sources, card catalogs, and automated information systems. • Classify and catalog items according to content and purpose • Select substitute titles when requested materials are unavailable following predefined criteria not areas of demand so as to inform purchasing decisions • Inspect returned books for condition and due-date status, and compute any applicable fines 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Bachelor of Information Sciences, Library Sciences or related field	
<i>Minimum level of knowledge required for the job (evidence required):</i>	
a) Knowledge of information and knowledge systems;	



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b) Knowledge of supporting in planning, managing and delivering complex projects in an academic library;

Soft skills required for the job:

- a) Communication skills
- b) Analytical thinking skills
- c) Problem solving skills
- d) Organizational skills
- e) Decision Making skills
- f) Compassionate
- g) Organizational skills
- h) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number years of experience the jobholder is required to have to be appointed to the position:

At least two year's working experience in an academic or research library setting