

TERMS OF REFERENCE for the library Intern

I. General Information

Sector of assignment: Library Internship

Location: at UNDP Viet Nami Library

Duration of Internship: 6 month part-time in the morning starting from mid-October 2007 to mid-April 2008

II. Duties and Responsibilities

Under the direct supervision and coaching of the Library Associate, the intern is expected to perform in the following tasks:

- Help visitors to locate resources requested
- Type bibliographic data of the *Lawen* databases.
- Re-arrange resources in order after visitors ' reading
- Undertake photocopying as necessary
- Perform other clerical tasks as required by the Reference Associate
- Look after the library when the Library Assistant is away

III. Output by the end of the assignment

- The legal database updated with all legal documents for the *Lawen* database
- Becoming fully capable and confident in making searches on online library catalogs in order to locate books/information resources as requested.
- Having internet searching skills, especially UNDP, WB and other donor e-resources.
- Being able to create a personal web page and as far as possible get familiar with a professional HTML editor like Dream-weaver.

IV. Qualifications Requirements:

The Library intern should have the following qualifications and skills:

- Be able to communicate in English effectively
- Good command of computer skills: MSWord and Excel Programme is required;
- Familiarity with database software and adequate skill in data entry.
- Able to verify, correct the inaccurate data in the database;
- Knowledge of librarianship is an advantage

Approved by: Neil Reece-Evans
DRR(O)

Date: October 1, 2007