



جامعة الفلاح  
AL FALAH UNIVERSITY

## Library - Administrative Staff -

**Mr. Hani Sabri**  
*Assistant Librarian*

04 233 8116

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- Performs circulation desk procedures by lending and collecting resource materials, registering guests, administering fines, etc.
- Checks in deliveries of resource materials and processes purchase requests
- Does typing and filing
- Administers measures and or repairs for damaged library materials, subsequently arranges for replacement of lost resource materials
- Sorts and routes mails
- Assists with orientation tours, trainings and workshops, etc.
- Assists guests on how to use reading materials available at the AFU library
- Assists guests on how to use the technical resources at the AFU library
- Responds to queries of the guests and direct them to appropriate personnel if necessary
- Performs other duties as assigned by the Head of Library