

Shape The Future At SMU!

Employment Opportunities at the Li Ka Shing Library *in Support of Research, Teaching and Digital Library*

The Singapore Management University, founded in 2000, is developing a world class, leading edge research and learning institution. It also emphasizes giving students a broad-based education. Today, SMU is home to around 6,000 students and comprises six schools offering bachelor's, master's and PhD degree programmes. Its state-of-the-art campus lies in the heart of one of the world's most vibrant and cosmopolitan cities.

In order to enhance SMU's mission, the Li Ka Shing Library recently implemented a comprehensive Digital Library, including an Integrated Library Management System (ILMS), the SMU Repository, Web Services and productivity applications. The Library is seeking dynamic, innovative, service oriented staff to join our existing team.

We have vacancies for two professional positions, Acquisitions Librarian for Technical Services and Systems Librarian. If you have experience in Acquisitions or in Library Systems and are interested in being part of a team that is shaping Library services for a 21st century library, send in an application now.

Click [here](#) for more details.

Watch the [Career Opportunities](#) section on this site for new position announcements.

Available Positions

- [Acquisitions Librarian](#)
- [Systems Librarian](#)

How to Apply:

Please <mailto:libjob@smu.edu.sg>. We will be reviewing resumes as they arrive. Candidates must be eligible to work in Singapore. Local term applies. Only short-listed candidates will be contacted.

Website: http://library.smu.edu.sg/home/job_advert.asp

Acquisitions Librarian

The Li Ka Shing Library has implemented a new library management system as part of an integrated digital library platform. In moving from implementation to enhancement phase, we are reorganizing the Division and invite dynamic, innovative, service oriented individuals to apply for the position of Acquisitions Librarian and be part of the team that is shaping and redefining Technical Services for a 21st century library.

The position reports to the Assistant University Librarian for Technical Services and will work closely with the Research Librarians to integrate our technical services with our information services. In addition to managing the existing functions, the individual in this position will be expected to help the Library benchmark and evaluate best technical practices for a Digital Library.

The Acquisitions Librarian will manage all aspects of the acquisition and receipt of library materials. He/she will contribute to the development of policies, establish procedures and monitor and reconcile the library materials budget and support the continuous development of the integrated library management system. In addition, the Acquisitions Librarian may support the collection development activities with the Research Librarians, for example working with them collaboratively on setting up approval plans.

The successful candidate needs to be a flexible, responsible and enthusiastic team player or team leader. He/She is also required to be knowledgeable and keep abreast of trends effecting collection building such as e-publishing and open access, in a library environment that emphasizes access. Experience working with faculty/researchers and students and supervising staff, is preferred.

The successful candidate will also serve as part of the Information Services and Instruction team.

Responsibilities:

1. Design and manage all aspects of the acquisitions of books in all formats & AV and receipt/access processes of library materials
2. Contribute to the development of policies and design the procedures to support efficient operations of Technical Services on behalf of the Library's user community
3. Oversee the relevant modules of the integrated library management system

4. For library materials, monitor the financial records and reconcile the budget
5. May co-ordinate library collection development activities including establishing approval plan in collaboration with subject librarians and vendors
6. Liaise with vendors on acquisition issues
7. Participate in the development of and training in Millennium integrated library management system
8. Supervise a team of para-professionals
9. Conduct training sessions for new students on research databases
10. As a member of the Information Services and Instruction team, handle reference/research enquiries in all formats, including walk-in, email, etc., including serving on the Information Services Desk.

Requirements:

1. Master's degree in library or information science from a recognized university, with at least 3 years of relevant experience in an academic research library. Prior experience as a supervisor would be an advantage
2. Extensive knowledge of current library resources, practices and policies; substantial knowledge of library profession trends, theories and best practices
3. Experience in using integrated library management system; Millennium is preferred
4. Experience with electronic resource management system and link resolver software
5. Knowledge of current trends in acquisitions business practices such as EDIFACT ordering and invoicing
6. Proven ability to:
 - Interpret and apply library policy
 - Analyze and solve problems
 - Generate new ideas
 - Organize and manage complex activities
 - Understand acquisitions workflow in a research library

7. Excellent interpersonal and communication skills
8. Meticulous

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Systems Librarian

SMU implemented a new integrated Digital Library system in December 2008. The systems librarian will lead, manage, develop and implement Library IT in the growth of the Digital library to continuously enhance the University's research, teaching and learning environment. He/she will be required to supervise the technical team in the administration of the Library's IT infrastructure and services and work in partnership with the University's IT department.

The position reports to the University Librarian and works closely with all Library teams and the SMU Communications and Information Technology division (CIT) and our external ILMs vendor. In addition to managing the existing systems functions, the individual in this position will be expected to help the Library benchmark, evaluate and implement best technology practices for a Digital Library.

The successful candidate needs to be flexible, responsible and an enthusiastic team leader. He/she is required to be knowledgeable and keep abreast of trends effecting digital libraries, in a library environment that emphasizes access and service. Experience working with faculty/researchers and students and supervising staff, is preferred.

Requirements

1. MLS degree from an ALA-accredited program (or an equivalent qualification) with three years of related experience working with preferably a degree in Computer Science or IT related bachelors degree
2. Experience in administration of large-scale Integrated Library Management System, preferably from an academic research library
3. Good knowledge of library functions and processes with the ability to advise or recommend IT solutions.
4. Strong project management and vendor management skills are essential.
5. Required competencies, include accountability, clear communication, courage, self-awareness, valuing diversity, working in a team
6. Knowledge of Millennium Integrated Library Management System is an advantage
7. Knowledge of Library standards and protocols such as OAIPMH, Z39.50, Marc21 and Metadata are an added advantage

Responsibilities

1. Administration of Integrated Library System

- Liaison person with System-related vendors on system administration
- Be part of a team responsible for the implementation, administration, upgrading and maintenance of the new ILS and Digital Library systems
- Evaluate and implement new Library system products
- Liaise with CIT on matters related to the Integrated Library Management System

2. Design, development and maintenance of in-house Library Programs

3. Other Duties

- Partner with Library staff, CIT staff and vendors on new Library automation projects
- Train Library staff and SMU community in the use of Library applications
- Any other duties as assigned by University Librarian, Assistant University Librarians or immediate supervisor

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