

LIEN YING CHOW LIBRARY

Advancing People With Information

NGEE ANN POLYTECHNIC

Invites applications for the following positions:

(1) Acquisitions Librarian

To develop the Library's resource collection in print, media and electronic format. This includes liaising with academic staff for collection development and providing guidance in the use of acquisitions and collection development tools.

(2) Serials Librarian

To develop, organise and manage subscriptions to serials (both print and electronic) and e-Databases. Knowledge of tools and sources for collection development and Serials cataloguing rules will be an advantage. You will be required to liaise with academic staff for collection development, acquisition/subscription, bibliographic control, collection management and maintenance.

Pre-requisites:

- A good Degree preferably in Science, Business, Engineering, Computer Science. A recognised professional qualification in Library and Information Science will be an advantage.
- Interest in library and information work. Training will be provided for those without the required experience.
- Experience in book or media materials purchasing and serials work will be an advantage.
- Good English (written and oral) communication skills.
- Strong customer service orientation.

Successful candidate for the above posts will be required to work on shifts during term time to provide reference service.

Interested candidates may submit their resumes by **15 May 2009** via email to:

Lien Ying Chow Library

Email: lba@np.edu.sg

If you have any queries, please contact Ms Lim Bee Ang at 6460 6551