

Calling all librarians ...

LIEN YING CHOW LIBRARY
Advancing People With Information
NGEE ANN POLYTECHNIC

invites applications for the following position :

Librarian

Job Description

You will be assigned to one of the following functional areas:

(1) Reference & Information

To manage, develop and promote the use of library resources and information services. Knowledge of reference & information sources both print, CDROM or on the Internet will be an advantage. You will also be required to handle all reference enquiries, conduct research skills sessions to promote information literacy, develop course contents and e-learning courseware for access through the Internet.

(2) Circulation

You will be responsible for library customer services covering circulation control & transactions, security & library discipline, supervision & maintenance of facilities.

(3) Acquisitions

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. Knowledge of serials organisation, management and control will be an advantage.

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, serials or reference & information 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 **25 April 2008** 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