

Calling all librarians...

LIEN YING CHOW LIBRARY

Advancing People With Information

NGEE ANN POLYTECHNIC

invites applications for the following positions

(1) Information Systems Librarian

To lead, manage, develop and implement Library IT and technical services to continuously support the polytechnic's teaching and learning environment. You will also supervise the technical team in the support and administration of the Library's IT infrastructure and services.

Pre-requisites:

- A good Degree preferably in Computer Science or equivalent.
- Experience with .Net, SQL, Oracle PL/SQL stored procedure, latest Web technologies & programming and Unix / Linux operating system environments is necessary.
- Knowledge in using reporting software such as Crystals Reports and Oracle Reports will be an added advantage.
- Experience in implementation, administration and management of Library Information & Management Systems (LIMS) and Digital Library in an academic library environment is preferred. Applicant with hands-on experience and knowledge in the migration and implementation of LIMS is preferred.
- Strong problem resolution and project management skills, with a proven ability to learn new technical environments and library related knowledge.
- Good communication, customer service orientation and leadership skills.

(2) Acquisition 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.

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.

(3) Management Support Officer (Library, Serials Section)

You will support the Serials Section in the following :

- Provide management and administrative support to the Manager, to ensure the smooth operation and delivery of all Serials functions and services
- .- Supervise staff in the ordering, renewal, receipting and physical processing of subscriptions to ensure the periodicals received are available on the shelves within service standards.
- Manage vendors' performance and ensure compliance to Service Level Agreements
- Administer subscriptions to e-resources & databases, maintain and upkeep e-resource links in the Content Management System and the Library System
- Responsible for good record keeping & filing, maintain and document procedures of Circulation Section
- Provide Circulation/Information service, and perform shift duties when rostered.

Pre-requisites:

- A Polytechnic Diploma (or equivalent), preferably in library studies
- Relevant working experience in acquisitions and serials operations will be an advantage
- Proficient in MS Word and MS Excel
- Good communication skills both oral and written
- Team leading ability with good interpersonal skills
- Strong administrative skills.

Interested candidates may submit their resumes by **28 August 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