

*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) 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.

**(2) Serials Organisation, Management and Control**

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.

**(3) Circulation**

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

***Pre-requisites:***

- A good degree preferably in Science, Business, Engineering or Computer Science and a recognised professional qualification in Library and Information Science.
- Experience in book or media materials purchasing, serials work and circulation work will be an advantage. Training will be provided for those without the required experience.

- 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 services.**

Interested candidates may submit their resumes by **22 Feb 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