

Calling all librarians ...

LIEN YING CHOW LIBRARY
Advancing People With Information
NGEE ANN POLYTECHNIC

Library 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) 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.

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 or reference & information 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 31st August 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