

Nanyang Technological University Library

Bibliographic Services / Subject Librarian

The successful candidate for this professional post will have dual roles and report to the Head, Bibliographic Services Division and the Head of the relevant subject library.

Responsibilities:

- Perform copy and original cataloguing of physical and online library materials
 - search, download and edit MARC records using bibliographic utilities
 - Perform descriptive cataloguing (AACR2 standards)
 - Perform subject cataloguing (Library of Congress Classification and Subject Headings)
- Identify relevant new cataloguing trends and standards
- Undertake collection development, conduct subject tutorials, manage subject-based electronic resources, promote the use of resources and liaise with faculty in a specific discipline

Requirements:

- A Master of Science degree in Information Studies or equivalent
- Possess library work experience, especially in cataloguing or an interest in cataloguing work
- Meticulous working style with an eye for details
- Excellent customer service skills
- Good written and oral communication skills in English. Proficiency in the Chinese language would be advantageous.

This position may also be filled at Assistant Librarian level. Requirements for this level include a strong undergraduate degree and a desire and commitment to becoming a professional librarian. Assistant Librarians may be supported to complete a Master Degree in Information Studies at the Wee Kim Wee School of Communication and Information at NTU on a part-time basis.

Suitably qualified candidates are invited to apply by completing the prescribed Personal Particulars Form (click [here](#) to download the form) and send it to the Head, Bibliographic Services Division via email at sunee@ntu.edu.sg

Applications will close on Monday 19 October 2009 and only shortlisted candidates will be notified.