

NTU Libraries

Job Vacancy

Librarian (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 of Bibliographic Services Division via email at sunee@ntu.edu.sg** .

Applications will close on Monday 17 August 2009 and only shortlisted candidates will be notified.