

Acquisitions Librarian

The Li Ka Shing has implemented a new library management system as part of an integrated digital library platform and invites a dynamic, innovative, service oriented individual to apply for the position of Acquisitions Librarian and be part of the team that moves us from the implementation to the enhancement and service delivery phase.

The Acquisitions Librarian will manage all aspects of the acquisition and receipt of library materials. He/she will contribute to the development of policies, establish procedures and monitor and reconcile the library materials budget and support the continuous development of the integrated library management system. In addition, the Acquisitions Librarian may coordinate the collection development activities of the Research Librarians, for example helping them set up approval plans over ownership.

The successful candidate is flexible, responsible, enthusiastic and is comfortable as a team player or a team leader and is comfortable working with faculty, colleagues and students, and is knowledgeable on trends effecting collection building such as e-publishing and open access, in a library environment that emphasizes access

Responsibilities:

1. Manage the acquisitions and receipt of library materials
2. Contribute to the development of policies and design the procedures to support efficient operations of Technical Services
3. Maintain the library automated acquisitions and receiving processes
4. For library materials, monitor the financial records and reconcile the budget.
5. Supervise a team of para-professionals
6. Co-ordinate library collection development activities including establishing approval plan in collaboration with subject librarians and vendors
7. Negotiate with vendors for service terms, monitor shelf-ready book services and evaluate vendor performance

8. Participate in the development of and training in Millennium integrated library system
9. Conduct training sessions for new students on research databases.
10. Answer reference/research enquiries in all formats, including walk-in, email, etc., including serving on the Information Services Desk.
11. In-charge of a set of databases, acting as liaison with vendor, monitoring contracts, training and documentation.

Requirements:

1. A Master's degree in library or information science from a recognized university.
2. Relevant experience in an academic research library with minimum 3 years is preferred
3. Extensive knowledge of current library resources, practices and policies; substantial knowledge of library profession trends, theories and best practices
4. Supervisory experience
5. Proven ability to:
 - Interpret and apply library policy
 - Analyze and solve problems
 - Generate new ideas
 - Organize and manage complex activities
 - Understand acquisitions workflow in a research library
6. Experience in EDI ordering & invoicing with integrated library system Millennium is preferred
7. Excellent interpersonal and communication skills
8. Attention to detail

How to Apply:

Please <mailto:libjob@smu.edu.sg>. We will be reviewing resumes as they arrive. Candidates must be eligible to work in Singapore. Local term applies. Only short-listed candidates will be contacted.

Website: http://library.smu.edu.sg/home/job_advert.asp