



Libraries

Library Specialist, Collection Management & Strategies, SMU Libraries

Applications are invited for the appointment of Library Specialist, Collection Management & Strategies, at SMU Libraries (Singapore Management University).

We are seeking an enthusiastic, innovative and experienced professional to join our team. The position holder will support SMU Libraries' mission by assisting in the provision, management and organization of information resources at both the Li Ka Shing Library and the Kwa Geok Choo Law Library.

Minimum Requirements

1. Diploma holder in any disciplines, or Degree holder with an interest in working in an academic library setting.
2. Work experiences in an academic library setting would be advantageous
3. Proficiency or familiarity with Library software, e.g. Alma, Rialto, Leganto, Primo and OCLC Connexion would be advantageous
4. Proficiency in Microsoft Office
5. Strong communication (written & spoken) and interpersonal skills
6. Ability to develop and maintain relations with faculty, staff and students
7. Possess a user-focused approach in daily operations, focusing on developing and maintaining relations with all stakeholders (e.g. faculty, staff, students and vendors)
8. Able to work independently on multiple tasks as well as effectively as a member of a team

Responsibilities

1. Oversee the purchase and subscription of books, media, journals, and databases to ensure timely receipt and readiness for shelving and circulation. Ensure the discoverability and accessibility of electronic resources.
2. Manage bibliographic records and ensure accuracy and compliance with cataloging standards.
3. Serve as the primary contact with external vendors, ensuring compliance with university procurement policies.
4. Conduct general housekeeping of physical collections, support maintenance activities, update usage statistics, and assist in digital preservation.
5. Assist in managing interlibrary loan services for both physical and digital materials.
6. Process and monitor assigned reading lists, adhering to workflow guidelines and fair use/copyright laws.
7. Support service desk operations, participate in projects and taskforces, and perform additional duties as assigned by Reporting Officer.

More details on the position is available via the [Job Description – Library Specialist, Collection Management & Strategies](#).

How to Apply

Interested applicants, please email your resumes with a covering letter to libjob@smu.edu.sg. The covering letter must state the applicants' responses to the selection criteria. Only short-listed candidates will be contacted.