



Libraries

Librarian/Coordinator, Collections

Applications are invited for appointment as Librarian/Coordinator, Collections at the SMU Libraries, Singapore Management University.

We are seeking an enthusiastic, innovative and experienced professional to support the provision of library resources in all formats. This position works with team members to ensure, through continuous improvement methods, that effective and efficient access to library resources are available to the SMU community to meet their learning, teaching and research information needs. Library resources include books, e-books, journals, databases, loose-leaf files (law), course reserve materials, and media resources. This position also requires the individual to serve as a first line of contact at the services desk to provide excellent service to the SMU community as well as lead and/or serve in projects, task forces and committees in support of the library's initiatives.

Requirements

1. A relevant degree/diploma in library science. Other appropriate degree or equivalent experience in fields related to library services may be substituted.
2. Relevant experience in an academic research library
3. Extensive knowledge of current library resources, practices and policies; substantial knowledge of library professional trends, theories and best practices
4. Experience in using library management system; ExLibris Alma is preferred
5. Knowledge of new trends in acquisitions business practices e.g. Patron driven acquisitions

Responsibilities

1. Responsible for providing Reading List services, including the administration and management of Course Packs.
2. Support the administration of all Patron Driven acquisition (PDA) initiatives (both print and electronic) including, Vendor Management, Acquisition workflows, discovery and usage analysis. Execute the acquisitions, subscription and discovery of library resources arising from such initiatives.

3. Support the selection, ordering, licensing, negotiation, evaluation, and accessibility processes for print, electronic and PDA resources in accordance with the Collection management policy of SMU libraries.
4. Support the administration of Gifts and Donations processes and workflows.
5. Oversee the relevant modules of the library management system (LMS)
6. Support Collection Management activities, including - collection movement, collection assessment, processing, deselection and ensuring the shelf-readiness of the Library's physical collections.
7. Provide service duties, such as handling enquiries, tours and training as and when required, as part of the Desk and/or Engagement Team.

Please click [here](#) for details on the position available.

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.