



**Libraries**

## **Senior / Library Specialist, SMU Libraries**

Applications are invited for the appointment of Senior / Library Specialist at SMU Libraries (Singapore Management University).

We are seeking an enthusiastic, innovative and experienced professional to join our team. The position holder will support the procurement and management of physical, digital and electronic resources and works to ensure the provision of timely access of such resources across Li Ka Shing (LKS) and Kwa Geok Choo Law (KGCL) libraries to the SMU community. S/He will work with a team of librarians and library specialists in the delivery of a wide range of access services, including provision of professional expertise, delivering enquiry service to patrons, supporting reading list services, and facilitating access to collections, both print and electronic.

### ***Minimum Requirements***

- Library diploma holder with 5 years relevant experience or undergraduate degree
- Information search skills
- IT capability (knowledge of Integrated Library Management System, MS Office and vendor applications)
- Customer service oriented
- Excellent communication (written & spoken) and interpersonal skills
- Ability to work independently on multiple tasks
- Ability to work positively and productively with diverse agencies in an environment of rapid change

### ***Responsibilities***

1. Administer the reading list service for the assigned schools to support the teaching and learning needs of the SMU Community.
2. Monitor and process incoming course reserves requests from faculty, in a timely, and efficient way.
3. Maintain workflow guidelines and procedural documentation that is consistent with customer service standards, copyright compliance, and fair use.
4. Maintain and apply current knowledge of fair use and copyright laws for course reserves.
5. Function as the Service Manager, as rostered by Manager, User Access Services. This role provides supervision and/or support of day-to-day operations relating to circulation, reserves and enquiries across the service desks at SMU Libraries, in conjunction with student assistants. This position also requires supervision of student assistants.

6. Maintain awareness of current trends in policy, practices, and technologies as they pertain to access services, interlibrary loan, document delivery, user experience and academic librarianship in general.
7. Maintain the Libraries' single Desk roster and ensure high quality service levels both at Li Ka Shing and Kwa Geok Choo Law Libraries.
8. Proactively identify areas of continuous improvement in services related to library operations and services and be willing to participate in projects and working groups as needed to support library initiatives.

More details on the position is available at:

[https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/JD\\_SnrLibrarySpecialist\\_CAT\\_23Aug2021.pdf](https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/JD_SnrLibrarySpecialist_CAT_23Aug2021.pdf)

### **How to Apply**

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