



Libraries

Library Specialist, Collection Management & Strategies

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 or Degree holders with a strong interest in working in an academic library.
2. Relevant experience in an academic library setting is preferred.
3. Proficiency or familiarity with library systems and software, such as Alma, Rialto, Leganto, Primo, and OCLC Connexion, as well as procurement management systems like Ariba, is preferred.
4. Strong IT skills, including proficiency in Microsoft Office.
5. Excellent communication (written & spoken) skills and interpersonal skills
6. Meticulous with a keen eye for detail.
7. Ability to develop and maintain collaborative relations with faculty, staff, students, vendors, and other stakeholders.
8. Proven ability to:
 - Work independently on multiple tasks.
 - Collaborate effectively as a member of a team.
 - Work positively and productively with diverse agencies in an environment of dynamic change.
 - Develop and maintain collaborative relationships with faculty, staff, students, vendors, and service providers.
 - Continuously assess and improve business processes.

Responsibilities

Library Resources Acquisition:

- Source, acquire, and manage purchases and subscriptions of resources, including books, media, journals, databases, etc.
- Monitor and follow-up on purchases and subscriptions, ensuring timely and accurate fulfilment of requests.

- Search and retrieve bibliographic records from OCLC or other sources, and edit records as needed to ensure accuracy and compliance with cataloguing standards and local practices.
- Ensure that electronic resources are easily discoverable and accessible to users.
- Serve as a liaison with library users and external vendors.
- Generate, analyse, record and update of analytics reports and dashboards including but not limited to usage of physical and electronic resources, budget utilisation, and collection statistics
- Ensure compliance with the University procurement policies and practices.

Interlibrary Loan Services:

- Manage interlibrary loan services for both physical and digital resources, ensuring timely and accurate fulfilment of requests.
- Coordinate the borrowing and lending of resources between libraries, liaising with partner libraries and vendors to ensure smooth transactions.
- Serve as a liaison with library users, partner libraries and external vendors.
- Monitor and track interlibrary loan requests, ensuring all requests are accurately processed, and delivered in accordance with library policies.
- Assist library users on how to locate and request for resources.
- Ensure that resources are delivered and received back in good condition and on time and follow up on overdue items.
- Maintain up-to-date knowledge of interlibrary loan systems, resources, and platforms to improve efficiency.
- Generate, analyse, record and update of analytics reports and dashboards including but not limited to interlibrary loan statistics, to identify areas for service improvement or collection enhancement, and report findings, as necessary.

Reading List Services :

- Process and monitor Reading Lists requests ensuring timely and accurate fulfilment of requests.
- Serve as the liaison for reading list services with library users and external vendors
- Adhere to workflow guidelines to uphold service standards.
- Maintain up-to-date knowledge on course readings platforms and software, as well as an understanding on fair use and copyright laws, and how to apply them effectively.

Collection Management and Preservation:

- Support collection maintenance functions, including reorganisation, shelf reading, deselection, and shifting of physical resources when required.

General Duties:

- Support operations of the physical Desk Services and Chat Services.
- Support the integration, updating, and changes to the procurement management system and library management system.
- Maintain up-to-date knowledge of trends in policy, practices, and technologies related to collection management and development, library services and librarianship.
- Participate in projects, initiatives and taskforces that support the Libraries' strategic priorities.
- Perform any other duties as assigned by Reporting Officer.

More details on the position is available [here](#).

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.