

Library Services

Assistant Librarian (Special Collection/Reference) (P8) (Ref. B219)

Duties: Reporting to the Head: Reference Services, the incumbent will be responsible for the overall management of the Special Collections. This includes the supervision of staff, formulating and implementing general policies and procedures for the Special Collections, and providing information services to staff and students performing literature searches. S/he will furthermore be responsible for offering training to staff and students, marketing the Special Collections, participating in collection development and maintaining the Special Collections.

Requirements: Applicants must be in possession of a degree in Library Science or equivalent with a minimum of four years' experience in an academic library. Knowledge of current trends in Reference Services, organisation, procedures, equipment and technologies, including library computer applications to enhance library administration and services is required.