

Collection Assistant Librarian

The American University in Dubai invites qualified applicants to apply for the position of **Collection Assistant Librarian**. The Collection Assistant Librarian is responsible to support the access, use, management and development of library collections in all formats, physical and electronic formats (include books, e-books, journals, databases, and course reserve materials and media resources).

Principal Responsibilities:

Collection & Acquisitions

- Assists in the preparation of orders and requisitions for library purchases.
- Verifies and approves book orders, checking that cataloguing is correct.
- Reviews purchase requests to avoid purchase of materials already owned, and to reject requests that fall outside of established Collection Development Policies.
- Works with designated book suppliers to follow up enquiries relating to book orders.
- Downloads titles records from OCLC and other bibliographic tools to the library acquisitions module system.
- Verifies and checks materials when received against orders.
- Reviews the library's online catalog, for holdings information and other vital data, to make sound decisions to either accept or decline material offered as gifts to the Library.
- Maintains appropriate records and/or correspondence files related to gifts or gifts- in-kind received by the University Libraries.
- Process orders and invoices in the library system.

Cataloging & Metadata

- Maintains bibliographic control of library records and materials, oversees cataloging functions for all formats (monographs, serials, media), special collections, and electronic resources.
- Assists the Collection Management Librarian to determine appropriate local cataloguing standards and procedures, in particular the re-use of bibliographic records from the union catalogue and other sources of catalogue records, and the creation of basic records from scratch.
- Creates and/or imports MARC catalogue records of print and non-print materials for the library to an agreed standard.
- Checks and amends records in the library catalogues and maintain authority files.
- Classifies library materials in accordance with established policy, and where necessary re-classify existing library materials.
- Searches various bibliographic resources to locate, create, or modify appropriate items or bibliographic records to maintain integrity of collection development data in the online catalog.
- Assists with the processing of materials and the updating of online catalog records for items being weeded from the collection or otherwise removed as the result of collection development decisions.
- Checks, edits and approves research outputs deposited in the university repository, including open access and copyright compliance checking.

Other

- Participate in Library and Bridge teams/working groups as assigned.
- Serves as a backup to other staff as needed and as requested by the supervisor.

- Performs other duties as requested by the Library leadership.

Competencies and Skills Used:

- Professional experience in an academic library.
- Working knowledge of a library cataloguing standard (AACR2 or RDA), the MARC21 bibliographic format, and a major library classification scheme.
- Knowledge of the Library of Congress (LC) system a plus.
- Practical experience of cataloguing and classifying library materials.
- Knowledge of using a range of information sources: print and electronic resources.
- Computer proficiency including Word, Excel, PowerPoint.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Organizational skills and ability to prioritize.
- Initiative, ability to work well under pressure and multitask.
- Willingness and ability to work an established schedule.
- Must have strong work ethic and adhere to confidentiality of user record.
- Ability to work independently on assigned tasks and willingness to learn new tasks.
- Must possess a positive attitude, enthusiasm, and desire for helping people.
- Physical Demand:
 - 1) Climbing (ladders, ramps, stairs...)
 - 2) Carrying a minimum of 15 kg
 - 3) Reaching Above / Below Shoulder
 - 4) Bending / Squatting / Kneeling / Crouching / Crawling / Lifting.

Essential Qualifications:

- Bachelor's degree in library science or equivalent degree
- Experience working with a Library Management System.

Desired Additional Qualifications:

- Minimum of two-years' experience working in an academic or research library.
- Proficiency in Arabic & English (reading, writing, and speaking).
- Experience working with an external supplier for the provision of goods and services.

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already living in the UAE.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references.

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury

Director of Human Resources

The American University in Dubai

P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.