

### 1. Job Details:

<b>Job Title:</b>	Acquisitions Librarian - Legal Deposits	<b>Reports to:</b>	Manager, Collection Acquisitions Services
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### 2. Job Purpose:

Reporting to the Head of Acquisitions, this incumbent will operate on day to day basis within the Legal Deposit operation in close conjunction with the Senior Librarian – Legal Deposit. Work closely in the planning, policies, practices and projects relating to the Legal Deposits. Manage the complex acquisition procedures for legal deposit resources. Coordinate and supervise the work of paraprofessional acquisition staff. Establish and maintain relationships with publishers and vendors.

The incumbent will participate in the education and Information on Legal Deposit operations. They will also support the enforcement of legal deposit requirements and the publication of the Qatar National Bibliography. They will be required to support the running of the ISBN Agency for Qatar in conjunction with the Senior Librarian- Legal Deposits.

### 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>					
<b>Number of Staff Supervised:</b>	1	<b>Direct Reports:</b>	0	<b>Contractor/Others:</b>	

### 4. Key Result Areas:

KEY RESULT AREAS
<ul style="list-style-type: none"><li>➤ Participate in the daily operation of the Legal Deposit programs as required by regulations.</li><li>➤ Process ISBN, ISNM and URN applications for publications and ensure adherence to the regulations relating to Publishing in Qatar.</li><li>➤ Participate in the selection, collection sourcing, and management of Legal Deposit material; through various publishing outlets in Qatar and beyond.</li><li>➤ Ensure Receipt of copies of all publications in every kind of media (physical &amp; electronic) which meet legal deposit criteria as provided to the QNL legal depository to enable the comprehensive collection of the nation’s documentary heritage.</li><li>➤ Maintain policies and procedures for the fulfillment of legal deposit requirements and explain to depositors.</li><li>➤ Support the operation of the ISBN Agency for Qatar, including stakeholder education.</li><li>➤ Liaise with Cataloguing Librarian(s) in regard to standardized cataloguing and recording of publications.</li><li>➤ Participate broadly to support the CIP - Cataloguing in Publications initiatives in Qatar.</li><li>➤ Participate in the promotion and education initiatives for government departments, authors, publishers and the publishing industry on Legal Deposit.</li><li>➤ Collate and provide Reports on legal Deposit issues as required to QNL management and other agencies.</li><li>➤ Other tasks as assigned.</li></ul>

### 5. Operating Environment, Framework & Boundaries:

Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must ensure that all library technology activities within the Qatar National Library conform to relevant legislation, such as data protection, copyrighting, etc. Work is in a multicultural office and library environment. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL

## Acquisitions Librarian - Legal Deposits

requirements.

### 6. Communications and Working Relationships:

- Manager, Collection Acquisitions Services - frequent contact as needed.
- Senior Librarian –Legal Deposits – routine & regular work and assignments; progress reports, etc.
- Cataloging Librarian –Legal Deposit – regular contact for cataloging and interpretation as required for Legal Deposit .
- QNL staff – contact as needed on operational issues and to provide Legal Deposit information.
- ISBN agency – frequent contact on numbers assigned and updates on new laws and regulations.
- Publishers and writers in Qatar – Contact as needed to ensure supply of publications, follow up and process explanations.
- Collection Acquisitions Services team – regular contact for support in data collection as well as routine work in resource acquisition.

### 7. Problem Solving & Complexity:

Able to identify issues and to use sound judgment in applying expertise and experience to resolve a range of problems, moderately complex and refer to supervisor as appropriate.

### 8. Decision-Making Authority & Responsibility:

Works within broad procedures and practices covered by functional precedents and policies and managerial direction. It is subject to managerial control and review of results upon completion.

### 9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in a relevant field; Master's in Library Information Science preferred.
- 3 or more years of relevant full-time work experience (e.g., cataloguing / acquisition librarianship, legal deposit environment).
- Experience in policy development and procedure documentation.
- Knowledge of Legal Deposit legislation and international practice.
- Awareness of publishing trends and the implications for collecting and meeting Legal Deposit requirements.
- Excellent analytical and research skills.
- Excellent writing and communication skills in both English and Arabic – ability to draft / edit a variety of written reports and communications and articulate ideas clearly and concisely.
- Proficiency in English and Arabic is highly desirable.