

Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY

1. Job Details:

Job Title:	Information Service Librarian- Donations and Reconsidered Resources	Reports to:	Director of Research Learning Services
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2. Job Purpose:

To coordinate and perform work processes related to donations of materials received by the Library and materials subject to reconsideration. This may include books, periodicals, photos, and other forms of items of interest to the library.

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

Annual Operating Budget/Project Budget/Sales Revenue:					
Number of Staff Supervised:	NA	Direct Reports:	NA	Contractor/Others:	NA

4. Key Result Areas:

KEY RESULT AREAS

- Ensure Receive and process users requests for donations and materials reconsiderations and create records of these requests for statistical purposes
- Sort, count, record, prepare and process donated items and delivery
- Maintain lists of items donated and items subject to reconsideration.
- Prepare the items (for donations and reconsideration) for review in coordination with concerned librarians and/ or departments.
- Assists in the evaluation of items physical quality to determine suitability for the library usage in the main collection.
- Interact and collaborate with potential donors and prepare the library acknowledgments for the accepted donations on behalf of the library.
- Participate and enhance in reviewing the donations and materials reconsiderations policies and/ or guidelines and share recommendations with the teams responsible.
- Draft, report and ensure issues and challenges related to donations processes and recommend solution
- Oversee the complete processing of donations and reconsidered materials in accordance to the related policies and guidelines.
- Assists in Provide reference and reader's advisory services in the Qatar Reference Service through regular shifts in the Learning Commons, by eReference, and through individual office consultations
- Develop the library collection in assigned subject areas by searching for, identifying, evaluating and selecting relevant resources in all formats through the application of standard library collection development methodologies in conjunction with the Collection Development policy and library procedures
- Ensure the projects work are related to the collection.
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. 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 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 requirements. Regularly-scheduled evening and weekend work may be required. Work from different locations especially as the donations and materials for considerations are stored in the compact selves for example.

6. Communications and Working Relationships:

- Direct Supervisor to provide update on tasks, project, and receive guidance.
- Collection Development Team to align the daily work with the overall collection development guidelines.
- Acquisition and cataloguing team to follow up on cataloguing of accepted materials or process

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ISL- Donations And Reconsidered Resources

disposals as per the established policies.

- Access services team to arrange and follow up on requests for donations and reconsidered materials.
- Reference services, children and young adults' teams to arrange for items review and evaluation of materials

7. Problem Solving & Complexity:

- Evaluates, compares and relates information from across the business
- Identifies broader implications of proposed solutions across the organization
- Uses own experience and evidence from theory, other industries and technologies to identify problems and understand situations
- Reviews existing policy to enable effective problem solving and judgment by the team

8. Decision-Making Authority & Responsibility:

- Exhibits sound judgment to anticipate potential implications of all decisions; balances benefits and risks and identifies areas of uncertainty
- Evaluates information by penetrating questions, thus ensuring complete information is available to make an informed decision
- Arrives at well-researched decisions that balance quality service and cost
- Encourages and supports appropriate risk-taking by subordinates when making decisions

9. Minimum Knowledge, Skills & Experience:

- Bachelor degree in Library and information science or equivalent qualification
- 3-5 years' experience in library work and collection processing
- Fluency of Arabic and English languages
- Good knowledge of Computer skills and library software
- Excellent communication skills for dealing with public
- Excellent writing skills with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely; Arabic proficiency is an advantage
- Proficiency in MS Office applications