

1. Job Details:

Job Title:	Information Services Librarian – Foreign Print Materials	Reports to:	Head of Heritage Collection
-------------------	--	--------------------	-----------------------------

2. Job Purpose:

To assist in growing the area of foreign prints materials in the Distinctive Collection. This position is responsible for developing and maintaining a premier collection of materials that document, exhibit and connects scholars, students and the general public with information about this collection.

The position provide information literacy and learning opportunities through the development of innovative content and promotional activities for researchers, the education community and the general public.

Regularly scheduled evening and weekend work may be required.

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:	Direct Reports:	Contractor/Others:	

4. Key Result Areas:

KEY RESULT AREAS

- Develop, evaluate, research and document the collection of foreign print materials in the Distinctive Collection.
- Develop and maintain professional order and finding aids according to international standards and QNL requirements.
- Develop displays in order to highlight and interpret the library's collections and services.
- Prepare a systematic survey of the exciting material to identify strong and weak materials in the collection
- Research the collection to identify historical significance of items.
- Provide high level descriptions of chosen items for QNL contributions to digital portals (e.g. the World Digital Library).
- Create high- level, short descriptions ("display labels") in English for identified items, following international standards.
- Assist in choosing relevant items for new acquisitions, exhibitions or digitization.
- Will assist and work together with researchers, visiting scholars and the community in the assigned area.
- Provide Cataloguing for the new materials and assist in checking the previous materials.
- Assist with the Magazine materials in the Distinctive Collection. (Acquisition and Cataloguing)
- Keep abreast of developments, trends and issues in all areas of responsibilities.
- Develop print and virtual resources to support teaching and learning activities and for self-directed learning opportunities.
- Provide outreach services for users and participate in community development and outreach programs.
- Participate in digitization and preservation activities to ensue perpetual access to information.
- Contribute to the profession by publishing, presenting or participating in professional organizations.
- Serve on designated committees throughout the library.
- Conduct special Projects as required.

- Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility. Ensures coordination with HSE department in implementing, monitoring and reviewing of HSE performance to ensure work Under his/her control is performed in a safe, healthy and environmentally sound manner.
- Other tasks as assigned

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 requirements.

6. Communications and Working Relationships:

- Head of Collections – on work progress, assignment and feedback.
- Head of Archives and Manuscripts- on work progress
- Head of preservation and conservation – on work progress
- Partnership Office - on contributing items to digital portal (e.g. the World Digital Library).
- Collections team – for internal work progress, knowledge sharing and collection building.
- Library Information Technology staff- on hardware, software, website, connectivity, digitization projects and technology issues, need and planning.
- Technical Services staff – for fund accounting, acquisitions and cataloguing issues.
- Administration and planning staff – for communications and financial reporting issues.
- Library partners/ stakeholders – on integration of information literacy skills, collection needs.
- Faculty, researchers, students and general public- on user needs.

7. Problem Solving & Complexity:

Able to identify issues and to use sound judgment in applying expertise and experience to resolve a range of problems, from moderately complex to very complex.

8. Decision-Making Authority & Responsibility:

This job works within broad procedures and practices that have clear precedents with operational guidance being readily available if needed. It is subject to managerial control and review of results upon completion.

9. Minimum Knowledge, Skills & Experience:

- Master's degree in Library or information Science accredited by the American Library Association or foreign equivalent (CILIP)
- Alternatively, candidates may offer an advanced degree relevant to the foreign print materials and relevant library experience.
- Library science or closely related field
- Second master's degree in a subject area relevant to the foreign print materials
- Ability to communicate effectively in oral and written English.
- Demonstrated commitment to learn and develop professionally.

- Minimum of 5 Years of relevant experience. Experience in library field or in Special Collections is preferred.
- Excellent writing skills – ability to draft / edit a variety of written reports and communications and articulate ideas clearly and concisely; proficiency in Arabic a plus.
- Preferable to bilingual/multilingual speakers.
- Good interpersonal and people skills and the ability to work effectively both independently and within a team.
- English (IELTS overall band 6.5 or equivalent).
relevant to the foreign print materials