

# Job Description



## 1. Job Details:

<b>Job Title:</b>	Information Services Librarian	<b>Reports to:</b>	Public Services Manager
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## 2. Job Purpose:

To deliver research, reference, instructional services and public programs in the subject discipline in both Arabic and English, as well as develop and manage the collection.

## 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>	n/a				
<b>Number of Staff Supervised:</b>	0	<b>Direct Reports:</b>	0	<b>Contractor/Others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Participate in the activities of the assigned Information Services team led by a Senior Information Services Librarian to effectively provide reference and reader's advisory, collection management, literacy and learning in assigned subject areas
- 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
- Provide information literacy and learning opportunities through the development of innovative content and promotional activities for researchers, the education community (post-secondary) and the general public
- 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
- Develop print and virtual resources to support teaching and learning activities and for self-directed learning opportunities
- Maintain regular interaction with faculty, researchers, students and the general public to determine user needs
- Develop displays in order to highlight and interpret the library's collections and services
- Continuously explore new applications of pedagogy and technology in order to design and deliver active learning, critical thinking and learner collaboration
- Serve on designated committees throughout the library
- Participate in outreach programs to support research, education and community needs
- Contribute to the profession by publishing, presenting and / or participating in professional organizations
- Keep abreast of developments, trends and issues in all areas of responsibility
- Other tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Must adhere to all applicable QF and Library Policies & Procedures and must ensure 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:

## Information Services Librarian

- Head of Reference Library Services – regular contact to report on work progress, and to receive assignments and direction
- Senior Information Services Librarian in area of specialty – frequent contact for collaboration on section work, including public programs
- Library Information Technology staff – frequent contact on hardware, software, website, connectivity, digitization projects and technology issues, needs and planning, particularly as concerns the Web portal for area of specialty, as applicable
- Technical Services staff – regular contact on fund accounting, acquisitions and cataloguing
- Administration and Planning staff – regular contact on communications and financial reporting
- Library partners / stakeholders – contact as needed on integration of information literacy skills and collection needs
- Faculty, researchers, educators, students and general public – frequent contact on user needs

### 7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

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

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight
- Major decisions are referred to the Head of Reference Library Services.

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

- Master's degree in Library or Information Science accredited by the American Library Association or foreign equivalent, and a Bachelor's degree in a Social Sciences discipline such as Business, Psychology, Sociology
- 2 years of professional library experience
- Strong interpersonal, communication, and presentation skills in both oral and written English and Arabic. (Native speakers of Arabic are required to have high IELTS or TOEFL scores)
- Proficiency in MS Office applications

### 10. Approvals:

*Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.*

Approved:



Name:

Signature:



Date:

5/7/17