

Job Description



1. Job Details:

Job Title:	Senior Cataloging Librarian	Reports to:	Head of Cataloging
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2. Job Purpose:

To undertake, supervise and ensure the quality cataloging of both original and complex copies of Heritage Library items- including manuscripts- in both Arabic and other foreign languages.

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:	n/a		
Number of Staff Supervised:	varies	Direct Reports:	0
Contractor/Others:	varies		

4. Key Result Areas:

KEY RESULT AREAS

- Work with Head of Cataloging and the Director of the Heritage Library to develop short and long-term strategic goals and objectives for the Referencing and Cataloging of all QNL's Heritage Library materials
- Assist with the overall quality assurance and management of all cataloguing operations of the Heritage Library
- Focus especially on the cataloguing and management of the Heritage Library's manuscript collection
- Offer support and professional advice on the cataloguing of the QNL's general collections
- Assist the Director of the Heritage Library in all issues related to cataloguing and to the general management of the heritage Library
- Oversee the creation and maintenance of authority records in the ILS (Integrated Library System) in order to ensure its integrity
- Assist the Head of Cataloging in evaluation of the cataloging policy, procedures and workflows and provide recommendations for the improvement and streamlining of processes to ensure compliance with international standards and best practices
- Ensure quality of the bibliographic data through comprehensive knowledge of international and local standards such as RDA, MARC21, AACR2R, LCSH, LC Classification; OCLC and LC cataloging practices; and other appropriate cataloging and metadata standards
- Coordinate activities to develop and ensure that local bibliographic practices and controls comply with international standards to improve resource access
- Identify Heritage Library staff training needs in consultation with Head of Cataloging and the Heritage Library Director
- Compile, edit and supervise staff training programs pertaining to cataloging
- Conduct workshops and seminars to train and to develop library staff and others in the community
- Contribute to the Library and Heritage professions by publishing, presenting, and/or participating in professional organizations and events
- Serve as a major resource person for cataloging issues within the Heritage Library and the general cataloguing community
- All other tasks as assigned by management from time to time

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

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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 Cataloging and Director of Heritage Library – regular contact to report on work progress and receive guidance
- Head of Manuscripts and Archives- regular contact to report on work progress and receive guidance
- Cataloging Librarians – frequent contact to ensure work consistency and quality and provide any needed guidance and support
- Other Technical Services staff – contact as needed to resolve any issues
- Other Library staff and users – contact as needed to ensure access to library resources
- Librarians in Qatar and abroad – regular contact for professional networking on cataloging issues

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 immediate, short and long 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
- Makes decisions on the viability of suggestions for making changes to procedures, processes and workflows and presents them to the Head of Cataloging for approval
- Decides how to solve potentially conflicting practices and procedures to align with QNL policy
- Makes decisions on the introduction and upgrading of cataloging standards and best practices

9. Minimum Knowledge, Skills & Experience:

- Master's degree in Library or Information Science accredited by the American Library Association or foreign equivalent
- 5 years of full-time work experience in a libraries
- Expert knowledge of international cataloging standards such as RDA, AACR2, LCSH, LC Classification and MARC 21
- Experience in Arabic prints and manuscripts cataloging
- Experience in project management
- Plus, the candidate will have some added advantage if they have; extra qualifications in Arabic Studies, Islamic art and calligraphy, Arabic language, literature and history; knowledge of current and emerging international cataloging, archival, and metadata standards and practices including FRBR, FRAD and Linked Data; Knowledge of Descriptive Cataloging of Rare Materials Manuals (DCRM) and RBMS, Controlled Vocabularies (ALA Rare Books and Manuscripts Section), Thesaurus for Graphic Materials (Library of Congress) and creating Name Authority records for classical Arabic authors and last but not least, knowledge of digital library standards, technologies and techniques

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- Excellent writing skills, with the ability to draft and edit a variety of written reports & communications and articulate ideas clearly and concisely in English; proficiency in Arabic and other languages a huge advantage
- Good level in Arabic is required for this position
- Proficiency in MS Office applications

10. Approvals:

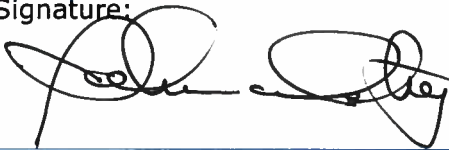
Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved:

SOTHAIR WASTAWY

Name:

Signature:



Date:

Jan 5, 2018