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| **1. JOB DETAILS:** |
| **Position Title:** | **Librarian - Collection Development & Information Services** |
| **Reports to:** | **Project Lead ZMU** |
| **Department** | **Library**  |
| **Location:** | **Abu Dhabi, UAE - Zayed Military University (ZMU) Campus** |
| **Grade:** | **5** |
| **Prepared / Revised on:** | **May, 2025** |

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| **2. JOB PURPOSE / ROLE:** |
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| To provide relevant and accessible learning resources and information services in order to support the students and staff in developing academic assignments, research projects, and teaching material. |

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| **3. JOB DIMENSIONS** |
| **Number of Staff Supervised:** | **Direct Reports:** | **0** |
| **Total:** | **0** |

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| **4. KEY ACCOUNTABILITIES:** |
| Key Priority | Key Activities |
| * Collection Development
 | * Work with faculty staff within the Academic Programs to understand their needs, ensuring the library has the appropriate learning resources within its collection
* Review and evaluate learning resources (including print and electronic materials) using reviews, catalogues, faculty recommendations, and current holdings, in order to recommend acquisitions of learning resources and technologies to enhance the library collection and meet the academic and research needs of the university.
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| * Information Services
 | * Respond to student and staff enquires by determining the required information and searching through standard reference materials, the online public access catalogue and electronic resources in order to support educational activities, assignments and research
* Conduct additional research to locate information that the library does not hold in its collection in order to respond to specific requests for information and provide a high-level service
* Provide a current awareness service to faculty members to assist them in staying abreast of developments in their fields of interest
* Design training programmes and provide training sessions for students and staff to introduce them to the library’s services and systems, enabling them to utilize the learning resources effectively
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| * Academic Support
 | * Educate faculty staff on services to demonstrate how the library can support educational activities related to teaching, assignments and research projects
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| * Classification and Cataloguing
 | * Process all new acquisitions through appropriate classification and cataloguing of print, audio-visual and electronic resources to ensure ease of reference for library users, and update the library computer system to reflect an accurate inventory of materials
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| * Library Promotion
 | * Assist in promoting the library services to the University community in order to attract students, faculty and staff to utilize the library
* Assist in planning and setting up exhibitions on relevant topics
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| * Knowledge Base
 | * Maintain own knowledge of library resources through continual research into the need of users and to ensure that the full breadth of the Library collection is used when processing queries and suggesting additions
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| * Circulation desk duty
 | * Do duty at the Circulation Desk according to a schedule for daily, evening and weekend duty.
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| * Policies and Procedures
 | * Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner
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| * Reports
 | * Prepare departmental reports for own area of work as required in a timely and accurate manner to meet SUAD and department requirements, policies and standards
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| * Related Assignments
 | * Perform other related duties or assignments as directed by the Line Manager.
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| 5. QUALIFICATIONS, EXPERIENCE, & SKILLS: |
| **Minimum Qualifications:*** + Bachelor’s degree in Library Science or Library and Information Science from an ALA-accredited institution
	+ Chartered member of a relevant professional association, such as the Chartered Institute of Library and Information Professionals (CILIP) or an equivalent membership

**Minimum Experience:*** + 5 Years Library experience in the Higher Education sector

**Job-Specific Skills:*** + Knowledge of library classification and cataloguing systems
	+ Knowledge and skills in library computer systems and databases
	+ Working knowledge of library cataloguing standards (AACR2 or RDA), the MARC21 bibliographic format, and a major library classification scheme.
	+ Knowledge of the Library of Congress Classification system (LC) and the Library of Congress Subject Headings (LCSH) a plus.
	+ Library research skills
	+ Specialised knowledge in a particular academic discipline preferred
	+ Communication skills
	+ English is mandatory. Arabic an added advantage

Note: This position is based at the Zayed Military University (ZMU) campus. Candidates should be willing and able to work on-site. |