THE AGA KHAN UNIVERSITY

(*International*) in the United Kingdom

The Aga Khan University Institute for the Study of Muslim Civilisations

ASSISTANT LIBRARIAN

MAIN DUTIES AND RESPONSIBILITIES:

1. Cataloguing and classifying new and existing accessions, using an automated Library Management System, AACRII, MARC21, LC classification and subject headings; editing existing records where necessary.
2. Assisting with acquisitions and managing the electronic resources and periodical collections.
3. Assisting with reference and circulation services to readers, including answering e-mail, telephone and other enquiries.
4. Supervising the Reading Room, with responsibility for security whilst on duty there.
5. Developing a working knowledge of the Library's collections, printed, electronic and audio-visual.
6. Preparing consignments of Library material for despatch to commercial binders; liaising with binding contractors; checking returns and invoices.
7. Assisting with the training and supervision of the Library Assistants.
8. Assisting in the development of the Library Management System and the On-line Public Access Catalogue.
9. Assisting with the development of the Library's website
10. Participate in the AKU-ISMC's information literacy programs
11. Participate actively in AKU-ISMC's research and learning activities
12. To take an active approach to continuing professional development
13. Undertake general duties, including assistance with reprographic services, group visits, and other duties as required.

PERSON SPECIFICATION:

Essential

Education:

- An IFLA/CILIP recognised Library/Information Science qualification, preferably at the Master's level or equivalent experience in a research intensive academic library
- A good honours degree in a subject relevant to the discipline of Muslim studies, Islamic studies, or Middle Eastern Studies, i.e. Arabic and either Persian, Turkish
- The ability to read, and where appropriate, communicate in the language concerned, or sufficient experience to be able to provide the services required

Skills/Aptitudes:

- Relevant experience as a library professional
- Good IT skills, including accurate keyboarding and the ability to pay attention to detail
- Excellent skills in online scholarly and academic resource retrieval
- Experience of cataloguing in MARC21 and to AACRII standards
- Experience of Library of Congress classification and subject headings
- Ability to work methodically and accurately
- Good verbal and written communication skills

Personal Attributes:

- Able to prioritise duties, meet deadlines and work simultaneously on several projects
- Able to work unsupervised and as a member of a team
- Able to deal politely and efficiently with patrons
- Able to work under pressure in the Reading Room
- Ability to work to agreed standards

Knowledge/Experience:

- Working knowledge of Arabic and/or at least one other major language of a Muslim region to the level required for selection, cataloguing and classification
- An interest in the field of Muslim studies

Desirable attributes

- An interest in the aims and work of the Library and a desire to enhance access to collections through electronic means
- Familiarity/experience in web page management/design
- Familarity with international metadata standards
- Familiarity with digitisation issues
- Experience of working with a diverse and multilingual readership
- Knowledge of reprographic practices, techniques and standards