

Job Advert for Librarian I Position

Position: Librarian I

While the Librarian I position is administrative in nature, the incumbent is expected to perform both academic and administrative library roles due to the changing nature of the information services landscape in academic institutions. The nature of the library system at Busitema and a shift to digital services and programming, growing call for inter-and-cross disciplinary research and specialization, the flux in e-educational roles, diversity and changing user information seeking behavior, and the COVID-19 induced challenges, Busitema University Library keeps upfront of the global vitality hence the need to attract the best to creatively and innovatively spearhead its digitization agenda.

1. About Busitema University Library

Busitema University Library emerged from the amalgamation of the collections from the two founding Colleges in September 2007 - the National College of Agricultural Mechanisations, currently the Engineering Library at Busitema; and the National Teachers College, which is the Science and Education Library at Nagongera. Prior to the opening of the Busitema University on 3rd October, 2007, there were two Faculties then - the Faculty of Engineering at Busitema Campus and the Faculty of Science and Education at Nagongera Campus. Today, there are six (6) Faculties, thus six (6) Campus Libraries, and one (1) Maritime Institute Library

By the nature of the establishment of Busitema University, Busitema University Library operates a decentralized library system across seven libraries located in Eastern Uganda. The Engineering Library located at Busitema, Science and Education Library at Nagongera, Health Sciences Library at Mbale, Agriculture and Animal Sciences Library at Arapai, Management Sciences Library at Pallisa; and Natural Resources and Environmental Sciences Library at Namasagali which also houses the Maritime collection. The Engineering Library at Busitema is also the Main Library and therefore coordinates the core functions of the library that include: Digitization, Collection Development and Management, Preservation and Conservation/ Bindery, Library ICTs; while each library coordinates its user services that include: Reference services, Circulation, Collection Management, Information Literacy and Instruction, User Education, and Facilities Management.

The library envisions itself as a Distinctive Signifier of Excellence in the provision of library and information services in Africa and will achieve this by signifying excellence in the provision of World-Class library services to support the intellectual life of the University. Through demonstrating quality and value in the provision of services and programmes, Busitema University Library is confident of exceeding users' expectations, and retain user's loyalty. The University Library subscribes to the core values of Busitema University including; Respect, Professionalism, Customer First, Innovativeness, and Integrity.

Job Purpose/ Role

To support the Campus Librarian to provide library and information services in line with the set policies and procedures

Duties and Responsibilities

Academic roles – 60% of your time

- i. Coordinates and maintains content for web and mobile-enabled interactive services that provide a quality user experience;
- ii. Collaborates with the IT staff to develop information service strategies and initiatives that maintain a high level of user satisfaction with on-site and digital technology resources;
- iii. Identifies, develops and delivers users' instruction on the use of both print and digital collections, technologies including the development and delivery of library programmes;
- iv. Performs professional library work in collection development, including acquisition; automated cataloguing and materials processing; digitization; reference and circulation; collections evaluation, selection and stocktaking; and weeding of print and digital materials;
- v. Provides information, readers advisory and reference services;
- vi. Keeps informed of professional and technological developments through participation in professional organizations activities, workshops, seminars, continuing education courses and reading professional materials;

Administrative roles – 40% of your time

- i. Coordinates access and maintenance of the library's print and digital resources;
- ii. Works cooperatively with other librarians and support staff to promote the use of library print and digital resources to serve the university community;
- iii. Collects, maintains and reports print and digital resources and services statistical data to Library Administration through their immediate supervisor;
- iv. Perform weekend duties on a rotating schedule;
- v. Performs any other assigned duties

Required qualifications

- i) An Honours Bachelor's Degree in Library and Information Sciences (LIS) or related disciplines like Archival/ Records and archives/ Museum studies
- ii) A Master of Library and Information Sciences (LIS) or related disciplines like Archival/ Records and archives/ Museum studies

Other Essential Requirements:

- i) Original and copy cataloguing experience is required
- ii) Ability to use modern library systems/ applications to perform library work is required – especially Web-authoring applications
- iii) Information literacy instruction experience is required – should show knowledge of Information Literacy standards through designing library instructional courses in any library setting
- iv) Experience developing and using digital reference tools is required – such as Chat reference, research guides, text, audio and audiovisual user guides, etc
- v) Excellent computer masterly skills (soft skills) and ability to troubleshoot simple computer hardware and software tasks is required – no computer programming knowledge or experience is needed though desirable
- vi) Should have a track record of high integrity and leadership
- vii) Excellent analytical ability
- viii) Excellent interpersonal skills
- ix) Very good tactical and strategic planning skills and flexible to work at any of the Campus Libraries
- x) Ability to work with minimal supervision

Experience:

- Three years of library experience in an academic library setting, preferably an institutional of higher learning
- Two (2) publications in the area of specialization - Library and information science/ Records and archives/ Museum studies
- Evidence of information literacy instruction - design and delivering IL courses to students
- Evidence of using integrated library management systems for information processing and management
- Experience of original and copy cataloguing for different types and formats of information materials
- Knowledge and experience of using AACR2, RDA, DDC, NLM, & LCSH
- Experience with knowledge organization systems and schemas like Dublin Core, etc

- Evidence of contribution to community

Tenure of Appointment:

- Permanent and pensionable

Age Limit:

Applicants should preferably not be more than 55 years of age at the time of submission of the application.

Remuneration:

The position of Librarian I is at the Busitema University M6 salary scale.