

# Job Description

## 1. Job Details:

<b>Position Title:</b>	Acquisitions Officer	<b>Division:</b>	Qatar National Library
<b>Reports to:</b>	Head of Acquisitions	<b>Department:</b>	Technical Services

## 2. Job Purpose:

Reporting to the Head of Acquisitions, the Acquisitions Officer coordinates the day-to-day operations of the Acquisitions Support Team. This unit researches titles and places orders for all materials for the Qatar National Library. Materials Acquisitions management activities such as book vendor selection, claiming open orders, and monitoring of standing orders are also the responsibilities of the Acquisitions Support Team. This team is also responsible for receiving and organizing of orders once they enter the library management system and physically received in the building. All members are expected to handle all aspects of acquisitions support from order processing to organizing the delivery of materials and other tasks as assigned.

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

## 4. Key Result Areas:

### KEY RESULT AREAS

- Performs the day-to-day operations of the Acquisitions Support Team.
- Utilizes bibliographic tools such as Millennium, OCLC, and others
- Participates in cross-training activities within the Technical Services department
- Performs bibliographic searching and verification using various sources such as catalogues, websites, vendor databases, and national databases
- Prepares and places orders for library materials with commercial vendors through vendor interfaces and direct through online sources such as Amazon
- Communicates with vendors regarding status of orders and other issues relating to the availability and delivery of library materials
- Communicates across departmental teams and library departments to clarify bibliographical information of items requested and seek additional bibliographical information if provided information is insufficient
- Creates, uploads, and downloads new bibliographical, acquisitions, and holdings records in Millennium
- Collects and prepares monthly statistics and other documentation as needed
- Participates and adds input to the planning, decision making, and management of the Acquisitions Department
- Gathers data and prepares documents for periodic review
- Performs additional related duties as required

This position includes, but is not limited to, other duties as required and defined by the scope, purpose, and spirit of the institution and are not always indicative of the title and grade of the position.

Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility. Ensures coordination with HSE department in implementing, monitoring and reviewing of HSE performance to ensure work under his/her control is performed in a safe, healthy and environmentally sound manner.

**5. Operating Environment, Framework & Boundaries:**

The Acquisitions Officer must adhere to all applicable QF Policies & Procedures. The incumbent will be located in the Qatar National Library.

**6. Communications and Working Relationships:**

- Head of Acquisitions and Acquisitions Librarian – recommend workflow improvements
- Librarians - to verify bibliographic details, clarify book items requested and delivery dates
- Library book vendors – on delivery issues
- Acquisition Officers – as team member

**7. Problem Solving & Complexity:**

Based on the nature of the request and the bibliographic information received, the position will make decisions as to which vendor to place the order with. Evaluating the cost and timeliness of delivery and other factors are considered. When appropriate, this position consults with and seeks assistance from the Head of Acquisitions and Acquisitions Librarian. A high level of problem solving and creativity is required.

**8. Decision Making Authority & Responsibility:**

Considerable decision making and problem solving skills in the areas of responsibility are needed. Recommends updates to existing policies.

**9. Knowledge, Skills & Experience:**

- Bachelor's degree in library science diploma, preferred
- Three years' experience in library technical services, preferred
- Knowledge of bibliographic databases
- Knowledge of international standards such as RDA, Anglo American Cataloguing Rules (AACR2R), MARC 21 format, EDIFACT, and ONIX are a plus
- Experience working with library materials vendors and publishers
- Experience with a library management system – Millennium system preferred
- Knowledgeable use of Microsoft Word, Excel, and Outlook
- Experience in training staff
- Strong analytical, interpersonal and English oral and written communication skills
- Ability to work effectively both independently and within a team
- Ability to work on multiple projects and assignments concurrently and effectively
- Ability to work in a rapidly changing multi-cultural environment
- Ability to be flexible, open-minded and comfortable with changing responsibilities and duties
- Knowledge of Arabic an asset