



**The National Library of South Africa wishes to make the following appointment
at its Pretoria Campus:**

**LIBRARIAN: READING ROOM
(Twelve Month Contract)**

Salary scale: R372 423 to R 431 859 Total Cost-to-Company

The objectives of the National Library of South Africa (NLSA) are to contribute to socioeconomic, cultural, educational, scientific, and innovative development by collecting, recording, preserving, and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources. The NLSA employs approximately 200 employees.

We are inviting applications from suitably qualified persons for appointment in the position of Librarian: Reading Room on a 12-month contract. The successful candidates will be based on the NLSA's Pretoria Campus and will report to the Senior Librarian.

The Librarian: Reading Room is accountable to provide reference and interlibrary loan services to the public and to members on Southern African Interlending Scheme; and to promote access to information on site, nationally and internationally.

KEY PERFORMANCE AREAS

Attend to Research Queries

- Conduct research on items requested to fulfil user's needs.
- Reserve material for library users, in the relevant reading rooms.
- Send the relevant information i.e., clients contact details, product codes and costing to Finance Department to either generate a Quotation or Sales Order.
- Send Quotation or Sales Order to the library user.
- Where necessary, arrange for the material to be reproduced within the bounds of Copyright Act.
- Conduct Information Literacy sessions.

Retrieve library material from open shelves in the Public Area

- Conduct a search on OPAC or other sources of information to determine the availability and the specific location of the material.
- Assist the library user with the choice of material for their research topics.

Collection development and management

- Collect used material from the tables, sort the books according to different locations and interfile on shelves according to Dewey Decimal Classification.
- Sign the Retrieval book, to confirm the return of items to the shelf.
- Organise and shelf-read material already on shelf to ensure that the books are in a correct sequence and in their rightful location.
- Create space to accommodate incoming collection by moving the collection around and to make sure that books are not over- packed on shelves.
- Identify and notify the Senior Librarian of missing titles, books that needs to be repaired, weeded material, etc.
- Scan used books to record statistics on the number of items retrieved.
- Identify, select, and recommend titles to purchase based on user needs and as guided by Collection Development and Management Policy.
- Receive newly acquired books and official publications for shelving.
- Update the Acts as guided by the Control Sheet for each Act.
- Keep a record of which Acts are updated; and update Acts Database indicating number of pages for each Act and determine tariffs applicable.

Circulate library material:

- Create patron record for different user categories.
- Prepare the library card for the user and arrange for the items to be retrieved.
- Check-in / out requested items and trace items not received / overdue.

Provide internet access to library users:

- Assist the library users to book computers for their research.
- Record statistics on the usage of computers and access to internet.

Book discussion rooms for library users:

- Record the details of the library user who requested the bookings and allocate time slot.
- Regular checking of the discussion room to see if all in the users are registered and made bookings.
- Compile usage statistics.

Promote documentary heritage through exhibition: exhibition gallery or virtual exhibitions.

- Attend meetings when planning for the exhibition, establish the theme for the exhibition and decide on the subject content of items to be retrieved.
- Conduct research, identify and locate appropriate collections/items that will be included in the exhibition.
- Request resources to be acquired and assist with the design of the exhibition.

- Assist the with contributing relevant text that accompanies exhibition, e.g., labels, brochures, catalogues.
- In the case of a physical exhibition, arrange for the exhibition to be photographed for documentary purposes.

Perform Cashier work.

- Assist library users to fill in the job card.
- Issue invoices, receive cash and provide receipts for services rendered according to the approved tariffs, and hand over the requested documents to the library user.
- Count the cash, verify receipts, and fill in the daily bank control sheet at the end of the shift when cashing up.
- Verify information captured to report on income generated.

Conduct user satisfaction surveys:

- Identify target population, draft questions, and conduct pilot phase to test the efficiency of data collection tool.
- Assist the Senior Librarian with the preparation of the pilot report.
- Distribute / send survey questions to library users.
- Analyse and interpret survey of results.
- Prepare a draft report and submit to the Senior Librarian.

Interlibrary loan services:

- Handle interlending queries.
- Process national and international requests received, both system and paper requests; and to send out requested items either by mail, fax, courier, or article exchange.
- Administer the national and international requests' filing system.
- Request sales orders for overdue items, lost items, and national requests paid and advice on replacement value and other charges in consultation with the lender.

Other responsibilities:

- To do shift work on a roster basis including working until 18:00 on certain days.
- Maintains professional and technical knowledge by attending relevant training sessions and workshops to improve service delivery.
- Attend in-service training and participate in professional organizations and develop knowledge and skills required.
- Record statistics for monthly, quarterly, and annual reporting.
- Market Information Access Services to potential library users.
- Patrol the user areas to check that users are complying to the rules for usage of the library.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- B.Bibl., B.Tech. or Post Graduate Diploma in Librarianship (Four-year degree)
- Minimum of one year of relevant experience

KEY COMPETENCIES AND ATTRIBUTES

- Knowledge of Copyright Act, National Library South Africa Act, Legal Deposit Act, Batho Pele White Paper.
- Demonstrates excellent communication skills and outstanding customer service ethic (interpersonal / language / writing).
- Have good interpersonal relations skills, be able to work in a team and under pressure.
- Good information searching skills.
- Computer and information literacy.
- Knowledge of Library Management Systems.

The NLSA is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from people living with disabilities.

NLSA reserves the right to not make an appointment.

Prospective candidates will be subjected to background verification, competency assessments, and security clearances.