



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

Assistant Librarian: Legal Deposit Monitoring and Compliance

Reference Number: 01/06/2022

Salary scale: R223 524.00 – R256 558.00 Total Cost-to-Company

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, 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 invites applications from suitably qualified persons for appointment on a permanent basis, as an Assistant Librarian. The successful individual will be based at the Pretoria Campus. The successful candidate will report to the Senior Librarian: Acquisitions.

KEY PERFORMANCE AREAS:

- Monitor publisher compliance in relation to the Legal Deposit Act 54 of 1997
- Allocate ISBNs to commercial and self-publishers and monitor compliance as per assigned ISBN batches
- Check duplicate ISBN lists as received by the ISBN Agency against the current catalogue of items received, including the WMS catalogue and the Legal Deposit Receipts Register, to ascertain if the item has been received
- Check printed and online publisher catalogues to ensure that published items have been received
- Compare quarterly lists of material received at the Pretoria and Cape Town

Campuses to ensure a complete Legal Deposit collection across both Campuses

- Correspond electronically and telephonically with publishers where non-compliance is detected
- Send out legal deposit reminders
- Explain the Legal Deposit Act to publishers
- Assist publishers with various legal deposit queries
- Receive publishers personally when they deliver their legal deposit material
- Record all material received in the ledger
- Perform other duties as assigned
- Act as a back-up to the legal deposit receipts employee
- Be responsible for the ordering of the Programme's stationary
- Keep accurate monthly statistics
- Rotate in similar roles as requested

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- Bachelor of Library and Information Science (B.Bibl.) or National Diploma/ BTech Degree in Library and Information Science
- At least one year of experience in a library environment
- Very good verbal and written communication skills
- A strong customer related work ethic
- The ability to work well in a team and under pressure
- A high level of computer literacy, in the Microsoft Office Suite of applications
- Knowledge of applicable national legislation
- Basic knowledge of AACR2/RDA and MARC 21
- Knowledge of the WorldShare Management System (WMS)

The NLSA is an equal opportunity, affirmative action employer and reserves the right to not make an appointment. Appointments will be made according to our Employment Equity requirements. We encourage applications from people living with disabilities in particular. Prospective candidates will be subjected to background verification checks including qualification verification, criminal record, identity,

previous employment history and references. Candidates may undergo a competency assessment.

Applications: Interested applicants must submit a completed prescribed application form obtainable from our website on www.nlsa.ac.za accompanied by a covering letter; Curriculum Vitae; certified copies of Matric/Grade12 certificate, qualifications, and Identity Document not older than six months; by e-mail to: recruitment@nlsa.ac.za. A SAQA evaluation report must accompany foreign qualifications. Please ensure that you quote the reference number and the position in the subject line of your email.

CLOSING DATE: 24 June 2022

Should you not receive any correspondence / communication from the National Library of South Africa one month after the closing date, please consider your application as being unsuccessful.