

Collection Development Librarian Jobs In Dubai UAE | GEMS Education

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The American University in Dubai invites qualified applicants to apply for the position of Collection Development Librarian.

The Collection Development Librarian is responsible for providing leadership in ensuring effective operations within the

Collection Development Unit of physical and electronic formats (include books, e-books, journals, databases, and course

reserve materials and media resources). Core duties will also include the management of general collection funds and

endowments and the maintenance of the physical collection

Responsibilities:

Collecting and cataloging library resources including books, films, and publications.

Helping people locate reference and leisure reading materials.

Maintaining library records and ensuring they are up to date.

Performing regular audits of the information and inventory on file.

Educating patrons on how to properly search for information using the library databases.

Requirements:

High school diploma or equivalent qualification.

Bachelor's degree in Library Science is preferred.

A minimum of 3 years experience working in a public library.

Excellent IT skills and knowledge of library databases.

Outstanding organizational and interpersonal communication skills.

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