## **United Arab Emirates Jobs Expertini®**

## Collection Development Librarian Jobs In Dubai UAE | GEMS Education

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Collection Development Librarian Jobs In Dubai UAE | GEMS Education For More Top Organization Jobs Click Here The American University in Dubai invites qualified applicants to apply for the position of Col ection Development Librarian. The Col ection Development Librarian is responsible for providing leadership in ensuring effective operations within the Col ection 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 col ection 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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