

<b>JOB / POSITION TITLE</b>	Assistant Librarian - Digital resources
<b>DEPARTMENT</b>	Aga Khan Library, London
<b>REPORTING TO</b>	Library Coordinator

The Aga Khan Library, London, supports teaching and research at The Institute of Ismaili Studies (IIS) and the Aga Khan University, Institute for the Study of Muslim Civilisations (AKU-ISMC). With a multilingual collection of more than 55,000 volumes, hundreds of rare books, maps, and artworks spanning seven centuries, our collection is an invaluable resource for studying Islam, past and present, and Muslim diasporas worldwide. The Aga Khan Library also offers one of the most specialised collections for Shia studies in Europe, with a special focus on Ismaili communities and traditions. We are currently looking for an Assistant Librarian - Digital Resources to help us continue offering high-quality services to our lively community of international students, academics, and researchers.

### **JOB PURPOSE**

The Assistant Librarian - Digital resources performs various support functions related to the electronic resources collection, library online presence and Library Management System. The role's primary responsibility is to ensure that all library systems and technologies are working correctly, supervise metadata transfer between library systems and guaranteeing that subscriptions are integrated and accessible through the Discovery system. S/he will also oversee circulation and responds to users' requests regarding their library accounts and any issue accessing electronic resources. This role may involve occasional work on the library website and social media channels.

### **KEY ACCOUNTABILITIES**

- Upkeeping the Library Management Software and Discovery layer.
- Day to day maintenance of RFID systems, authentication service, and self-checkout machine.
- Help to manage serial collections and acquisition of electronic resources.
- Integration and discoverability of electronic resources.
- Produce, maintain, and update records and reports in the library system.
- Oversee batch modifications, and migration of bibliographical records and data.
- Create and manage users' accounts.
- Assist users with circulation and electronic resources queries.
- Work with the Library Coordinator to implement new library systems.
- Work with the Library Coordinator to maintain the Library online presence.

### **QUALIFICATIONS AND EDUCATION**

A degree in librarianship, information management, or information science accredited by CILIP or similar bodies.

## **SKILLS AND KNOWLEDGE**

- Working knowledge of the structure and modules of an Integrated Library Management System (LMS).
- Good working knowledge of metadata formats and schemas.
- Familiarity with library technology standards and protocols.
- Ability to quickly learn new library technologies.
- Familiarity with virtual learning environments and other academic tools.
- Experience with open source and open access initiatives.
- Understanding of websites and basic coding skills (HTML, CSS) would be advantageous.
- Familiarity working with records in a non-roman script (preferably Arabic and its variants)

## **PERSONAL CHARACTERISTICS**

- Excellent oral and written communication skills.
- Ability to work independently and as a part of a team.
- Ability to prioritise workload and meet deadlines.
- Willingness to innovate and experiment with new library technologies.