



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 283004
<b>SCHOOL/OFFICE:</b> <b>MICHAEL SOMARE LIBRARY</b>	<b>CLASSIFICATION:</b> NN 12
<b>DIVISION/STRAND:</b> (insert name here)	<b>POSITION TITLE:</b> READER SERVICES LIBRARIAN
<b>BRANCH:</b> (insert name here if applicable)	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> UNIVERSITY LIBRARIAN
<b>SECTION:</b> <b>READER SERVICES SECTION</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (insert class here) PN (insert approved position number here)
<b>LOCATION:</b> <b>WAIGANI CAMPUS</b>	

### ROLES AND RESPONSIBILITIES OF POSITION

**PURPOSE** (overall description of the function of this position)

The University of Papua New Guinea (UPNG) Library is seeking a dedicated and knowledgeable Reader Services Librarian to join our modern academic library. The Reader Services Librarian will play a vital role in supporting the information needs of students, Schools, and researchers. This position requires a strong commitment to customer service, a solid understanding of library operations, and a passion for promoting reading, research, and information literacy within a diverse university community.

#### **Responsibilities:**

- ❖ Provide excellent customer service to students, Schools, and staff, assisting them in locating and accessing library resources, answering reference inquiries, and providing guidance on library services and policies.
- ❖ Conduct information literacy instruction sessions and workshops to enhance research and critical thinking skills among library users, collaborating with schools to integrate information literacy into the university's curriculum.
- ❖ Guide patrons in effectively navigating and utilizing electronic resources, databases, and scholarly journals, ensuring their access to valuable research materials.
- ❖ Manage the circulation desk, overseeing the efficient borrowing and returning of library materials, while assisting patrons in locating and retrieving books, journals, and multimedia resources.
- ❖ Collaborate with collection development librarians to evaluate and recommend resources for acquisition, aligning the library's collection with the evolving needs of the university community.
- ❖ Organize engaging library programs and events to promote reading, research, and

scholarly activities, collaborating with schools, student organizations, and campus stakeholders to foster a culture of intellectual curiosity.

❖ Manage and coordinate Library extended Opening Hours.

**ACCOUNTABILITIES** (overall description of the responsibilities of this position such as financial delegations or supervising staff)

1. Responsible for management and maintenance of all the resources of the Section including: information finance (budget) Human Resources/ staff, assets – equipment, furniture and all other items listed in the Reader Services Librarian’s job description .
2. Responsible for coordinating and managing all Reader Service resources needs, identifying suitable suppliers and purchasing the budgeted items using cost effective methods.

**MAJOR DUTIES** (list the main tasks of this position e.g. provide technical advice or manage an area)

The Reader Services Librarian at the University of Papua New Guinea (UPNG) Library is responsible for providing exemplary services and support to the university community, with a primary focus on promoting reading, research, and information literacy. This role requires a solid understanding of library operations, excellent customer service skills, and the ability to collaborate effectively with students, schools, and staff.

**Key Responsibilities:**

1. Customer Service and Reference Support
2. Information Literacy Instruction
3. Circulation and Collection Management
4. Program Planning and Outreach
5. Professional Development and Collaboration

## **SELECTION CRITERIA**

**TRAINING LEVEL OR QUALIFICATIONS** (identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)

- Master's degree in Library and Information Science from an accredited institution is preferable.
- Strong knowledge of library operations, including Reference services, circulation, and Collection development within an academic setting.
- Excellent customer service skills and the ability to work effectively with diverse populations.
- Proficiency in utilizing electronic resources, databases, and library management systems.
- Strong communication and presentation skills, enabling effective conveyance of complex information to library users.
- Strong organizational skills with meticulous attention to detail.
- Commitment to professional growth, staying updated with advancements in Librarianship through ongoing professional development.

The Reader Services Librarian position at UPNG Library offers a competitive salary and benefits package, along with professional development opportunities within a modern academic library environment. If you are passionate about academic librarianship, dedicated to promoting information literacy, and enthusiastic about supporting the research and learning needs of a diverse university community, we invite you to apply for this rewarding position.

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES** (list the specific knowledge e.g. policies or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

1. Master's degree in Library and Information Science from an accredited Institution.
2. Strong knowledge of library operations, including reference services, circulation, and collection management in a academic setting.
3. Excellent customer service skills and the ability to work effectively with diverse populations.
4. Proficiency in utilizing electronic resources, databases, and library management systems.
5. Strong communication and presentation skills, with ability to convey complex information to library users.

6. Strong organizational skills with meticulous attention to detail.
7. Commitment to professional growth and staying up-to-date with advancements in librarianship.
8. Knowledge of the UPNG Code of Conduct.

As a Reader Services Librarian at UPNG Library, you will have the opportunity to contribute to the academic success and research endeavors of the university community. This position offers a competitive salary and benefits package, along with opportunities for professional development and collaboration in a modern academic library setting.

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**HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

UPNG FILE NO.	DATE OF VARIATION	DETAILS