

# Librarian



Varsity College – **Westville** has a vacancy for a Librarian

**Reporting to:** Vice Principal Operations & National Librarian

**Qualification:** Tertiary qualification in Library & Information Science

**Experience:** Minimum 3 years experience in relevant field, preferably academic library. Previous library administration/management an advantage.

**Duties:**

- Implement library policies and provide feedback to National Librarian
- Manage day-to-day library operations e.g. loans
- Update library holdings in shared catalogue
- Control of periodicals (journals, newspapers)
- Conduct library orientation for new students and staff
- Conduct information literacy sessions including training in use of library resources
- Provide information service to students and academic staff
- Promote usage of library resources and services
- Train student assistants

**Competencies required:**

- Excellent communication & organisational skills
- Commitment to excellent customer service
- Attention to detail
- Must be fully computer literate with a knowledge of database searching, InMagic, online databases (e.g. Gale Infotrac, Ebscohost, Sabinet)

**Info & CV:** [jfisher-moore@varsitycollege.co.za](mailto:jfisher-moore@varsitycollege.co.za)



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