OFFICE CIRCULAR

HEAD OF THE PERIODICALS SECTION (GRADE B4) IN THE CENTRAL LIBRARY, DOCUMENT RESOURCES MANAGEMENT DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 29 December 1994

The OECD is an equal opportunity employer and encourages applications from female candidates

Duties

Under the guidance of the Deputy Librarian and following the directives of the Head, Central Library, the post-holder will be required to:

1. Direct and supervise the acquisition and receipt of periodicals:

   -- receive requests for subscriptions to periodicals, monographic series and newspapers. Make the subsequent acquisition decisions based on the acquisitions policy and budgetary constraints of the Library;
-- take out subscriptions (both priced and free) for periodicals, monographic series and newspapers, through liaison with vendors, following the contracts in force, and using the software and/or procedures at his/her disposal;

-- create temporary acquisition records using the automated library system;

-- negotiate with vendors to ensure the delivery schedule of issues established in the contracts;

-- check in the periodical issues, and create circulation lists;

-- keep the circulation slips up-to-date;

-- claim missing issues;

-- verify the payment of invoices and keep track of expenditures.

2. Participate in the creation, maintenance and development of the databases in the Library’s automated system:

-- establish, in co-ordination with the Deputy Librarian, the policies and practices for the standards and levels of cataloguing for periodicals and monographic series followed in the Library;

-- oversee adherence to these policies and practices by the library staff whom s/he supervises;

-- catalogue periodicals and monographic series according to the Anglo-American Cataloguing Rules in Can/MARC format;

-- carry out subject indexation using the OECD Macrothesaurus or the Library of Congress subject headings;

-- establish retention periods for each periodical, monographic series and newspaper in the collections of the Library;

-- prepare or supervise the preparation of lists of current periodicals, subject bibliographies and other bibliographic tools in co-operation with the Library’s reference services;

-- work in co-operation with the Deputy Librarian and other OECD resource centres and staff using the online library system to ensure that cataloguing standards and formats are followed.

3. Work at the reference desk in the reading room, when required.

4. Collect statistics of activities related to acquisitions and cataloguing.
5. Keep abreast of developments in new products and services in the field of information control and retrieval.

**Principal Qualifications**

1. Good secondary level of education. Diploma in library or information sciences or documentation.

2. Good knowledge of international bibliographical standards and cataloguing rules, especially the Anglo-American Cataloguing Rules and the MARC format.

3. Competence and experience with computerised library systems and online cataloguing.

4. Good knowledge of the principles and techniques related to the acquisition and bibliographic control of periodicals published worldwide.

5. Ability to supervise a team staff in a library environment; previous supervisory experience would be an advantage.

6. Proven ability to work effectively in a team.

7. Very good knowledge of the two official languages of the Organisation (English and French). Knowledge of other languages would be an advantage.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.