OFFICE CIRCULAR

HEAD OF THE MONOGRAPH 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 following activities:

   -- receive requests for the purchase of monographs from administrators
     of the Organisation, and ensure the validity and the pertinence of
     each request against the acquisitions policy and the budgetary
     constraints of the Library;
-- select relevant monographs for the collections of the Library according to the acquisitions policy and budgetary constraints;
-- create acquisition records for monographs using the online library system, and dispatch orders;
-- negotiate with vendors to ensure the delivery schedule of monographs as established in the contracts;
-- claim publications not received;
-- verify the payment of invoices and keep track of expenditures;
-- ensure the initial processing of publications on arrival in the Library, and their prompt delivery to OECD administrators.

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 treatment of monographs in several formats;
-- oversee adherence to these policies and practices by library staff whom s/he supervises;
-- catalogue many types of library materials 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;
-- prepare or supervise the preparation of lists of new acquisitions and 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 automated library system to ensure that cataloguing standards and formats are followed;
-- participate in projects to weed the collections.

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 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 of acquisitions and collections development.

5. Ability to supervise a team of 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.