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 **Biblioteek- & Inligtingsdiens
Tegniese Dienste,
JS Gericke Biblioteek**

Bibliotekaris: Elektroniese Bronne (Verw. BIB/35/0111)

Die e-Bronnebibliotekaris vervul 'n leierskapsrol in die proaktiewe bestuur van die Biblioteek se Elektroniese Bronne-versameling.

Werkure: Maandag tot Vrydag, 08:00 – 16:30.

Pligte: Bestuur van en onderhandeling vir die Biblioteek se Elektroniese Bronne-subskripsies (dit sluit bestellings, lisensiërings, en die hernuwing van enkel- en konsortiumtransaksies in) • aktivering en instandhouding van toegang tot elektroniese bronne op alle biblioteekplatforms (insluitend die Biblioteek se webruimte) en ander soekplatforms • bemarking en bekendmaking van elektroniese bronne aan die kampusgemeenskap • ondersoek en evaluering van nuwe elektroniese bronne vir die biblioteekversameling • bestuur van en rapportering oor die begroting vir elektroniese bronne • die op hoogte hou van biblioteekpersoneel rakende die Elektroniese Bronne-versameling en nuwe ontwikkelinge in hierdie omgewing • insameling van statistiek, asook rapportering oor die gebruik, van die Biblioteek se Elektroniese Bronne-versameling • deelname aan die inligtingsgeletterdheidsprogram van die Biblioteek deur die opvoeding van kliënte en biblioteekpersoneel rondom elektroniese bronne en instrumente.

Vereistes: 'n B-graad in Biblioteek- & Inligtingswetenskap of 'n gelykwaardige kwalifikasie • 'n minimum van vyf jaar ervaring in 'n akademiese biblioteek • bewese ervaring van die tegniese, administratiewe en finansiële bestuur van elektroniese bronne in 'n akademiese omgewing • kennis van die elektroniese uitgewersbedryf en om sake te doen met subskripsie-agente, insluitend lisensiëringsonderhandelinge • grondige kennis van 'n verskeidenheid aanlyn-, multidissiplinêre biblioteekbronne, asook die instrumente waarmee dit bestuur en toeganklik gemaak word (AtotZ-lys, koppelingbepalers [“link resolvers”], bestuurstelsels vir elektroniese bronne [ERM-stelsels], soek-/opspoorinstrumente, ens.) • uitstekende interpersoonlike verhoudinge • uit-stekende geskrewe en mondelinge kommunikasievaardigheid in ten minste

Engels • noukeurigheid en akkuraatheid • die vermoë om onder druk te werk, asook om take te organiseer en te prioritiseer.

Aanbevelings: 'n Goeie begrip van Afrikaans • kennis van die Aleph gerekenariseerde biblioteekstelsel.

Diensaanvaarding: 1 April 2011 of so gou doenlik daarna

Sluitingsdatum: 11 Februarie 2011

Navrae: Me. Renee Reagon by 021 808 4877

Die Universiteit hanteer alle aansoeke in terme van sy Diensbillikheidsplan wat erkenning verleen aan die behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese groepe.

Die Universiteit behou die reg voor om nie 'n aanstelling te maak nie.

'n Mededingende besoldigingspakket en uitstekende diensvoordele is aan hierdie pos verbonde. Nadere besonderhede is by **021 808 2753** beskikbaar.

U aansoek moet vergesel wees van 'n volledige curriculum vitae (insluitend die name en kontakbesonderhede van ten minste twee referente), en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

Doen aanlyn aansoek by <http://www.sun.ac.za/vakatures>

Kandidate kan moontlik aan gepaste psigometriese toetsing en ander keuringsinstrumente onderwerp word.

Indien u nie binne vier weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.



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 Library & Information Service
Technical Services,
JS Gericke Library

Electronic Resources Librarian (Ref. BIB/35/0111)

The e-Resources Librarian will take the lead in proactively managing the Library's electronic resources collection.

Working hours: Monday to Friday, 08:00 – 16:30.

Duties: Managing and negotiating the Library's electronic resources subscriptions (this includes ordering, licensing and renewing of single and consortium deals) • activating and maintaining electronic resource access on all library platforms (including the Library website) and other discovery platforms • marketing and publicising electronic resources to the campus community • investigating and evaluating new electronic resources for the Library's collection • managing and reporting on the electronic resources budget • keeping Library staff updated and informed about the electronic resources collection and new developments in this area • collating statistics and reporting on the usage of the Library's electronic resources collection • participating in the information literacy programme of the Library, educating clients and Library staff about electronic resources and tools.

Requirements: Bachelor's degree in Library & Information Science or an equivalent qualification • a minimum of five years' experience gained within an academic library • proven experience in the technical, administrative and financial management of electronic resources within an academic environment • knowledge of the electronic publishing environment and of working with subscription vendors, including negotiating of licences • in-depth knowledge of various on-line, multidisciplinary library resources available, as well as the tools used to manage and access these (AtoZ list, link resolvers, ERM systems, discovery tools, etc.) • excellent interpersonal relations • excellent written and oral communication skills in at least English • meticulousness and accuracy • ability to work under pressure, as well as to organise and prioritise tasks.

Recommendations: Good understanding of Afrikaans • knowledge of the Aleph computerised library system.

Commencement of duties: 1 April 2011 or as soon as possible thereafter

Closing date: 11 February 2011

Enquiries: Ms Renee Reagon on 021 808 4877

The University will consider all applications in terms of its Employment Equity Plan, which acknowledges the need to diversify the demographic composition of the staff corps, especially with regard to the appointment of suitable candidates from the designated groups.

The University reserves the right not to make an appointment.

A competitive remuneration package and excellent service benefits are attached to this position. For further details, contact **021 808 2753**.

Your application, comprising a comprehensive curriculum vitae (including the names and contact details of at least two referees), must reach the University before or on the closing date of the advertised post.

Apply online at <http://www.sun.ac.za/vacancies>

Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Should no feedback be received from the University within four weeks of the closing date, kindly accept that your application did not succeed.