JOB TITLE: Head of Library

ENTITY: Library

REPORTS TO: Assistant Dean for Finance and Administrative Affairs

SUPERVISES: Librarian

DEGREE & QUALIFICATION: Bachelor / Master in the similar field

YEARS OF EXPERIENCE: Minimum 3 Years in the similar field

GENDER: Male

NATIONALITY: Omani Only

JOB SUMMARY:

The Head of Library is responsible for managing and enhancing the library's resources, services, and facilities to support the academic programs of the college. This role involves developing strategies to improve the library's operations, overseeing the acquisition and maintenance of materials, and fostering a learning environment that meets the needs of students, faculty, and staff.

KEY RESPONSIBILITIES:

1. Develop and implement plans to continuously improve library resources, services, and facilities in alignment with the college's strategic goals.
2. Acquire, maintain, and update a diverse range of library collections in various formats to meet the needs of students, faculty, and staff.
3. Oversee budget planning and resource allocation for library materials, equipment, and services.
4. Create and implement innovative programs, services, and initiatives to enhance the library's contribution to the academic community.

5. Promote the effective use of library resources by providing clear procedures and methodologies for access.
6. Manage the library's IT infrastructure to ensure seamless access to digital and physical resources.
7. Maintain cataloging records, index, and process new books to support efficient information retrieval.
8. Collaborate with faculty and other stakeholders to identify and provide appropriate resources for teaching, learning, and research.
9. Acquire and manage learning and teaching resources within the library.
10. Coordinate with the research center to provide research support for students through workshops, training, and relevant software.
11. Conduct library induction sessions for staff and students, and coordinate staff induction reports with Academic Affairs, ITS, and the research center.
12. Collect and analyze data on library usage, maintaining a resource catalog and inventory of learning materials.
13. Organize and deliver workshops and sessions for staff and students, documenting event descriptions and reports.
14. Gather feedback from students and staff on library collections and services, implementing improvements based on input.
15. Ensure timely submission of required reports, including Department Risk Monitoring Report, semester reports, operational plan reports, action plans, annual reports, and risk register/mitigation reports.
16. Perform additional duties as assigned by management, including preparing student orientation and staff induction reports.

PLANNING AND DOCUMENTATION RESPONSIBILITIES:

1. Department Operational Plan – Annual (start of the academic year).
2. Department Action Plan – Annual (start of the academic year).
3. Department Risk Register – Annual (start of the academic year).
4. Semester Report – Biannual (end of Fall & Spring semesters).
5. Annual Report – Submitted at the end of the academic year.

6. Operational Plan Outcome Report (KPI Achievement Reporting) – Interim and annual.
7. Department Risk Monitoring Report – Interim and annual.

DEPARTMENT DOCUMENTATION:

1. Learning Resources Utilization Data: Physical and online library facilities.
2. Library description and subscription records.
3. Resource catalog and inventory of learning materials.
4. Research support initiatives for students (workshops, software, coordinated with the research center).
5. Input from staff and students on library collections.
6. Documentation of all workshops and sessions organized by the library for staff and students.
7. Student orientation session records and reports.
8. Staff induction reports (coordinated with Academic Affairs, ITS, and the research center).
9. Student feedback reports.
10. Staff feedback reports.
11. List of improvements made to the library and learning resources based on student and staff feedback.

ADDITIONAL DOCUMENTS:

1. Library & subscriptions catalog.
2. Copyright compliance documentation.
3. Learning resources orientation (during orientation sessions).
4. Library user logs.
5. Research support (e.g., ProQuest training, referencing workshops).
6. List and description of all training and workshops organized by the library.