



Librarian, Acquisition
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	February 2026
Type	Contractual with an option to renew
Salary	Negotiable
Employment Type	Full-time

Reference Librarian II

The Harry C. Moore Libraries is pleased to invite applications for the position of Librarian, Acquisitions . This full-time appointment will commence August 2026.

The successful candidate will be will be required to plan, and supervise all acquisitions operations by coordinating the procurement and receipt of library materials.

DUTIES AND RESPONSIBILITIES:

Reporting to the Deputy Librarian, the Librarian Acquisitions, shall:

- Supervise and manage all routine activities in the daily operation of the Acquisitions unit;
- Manage Acquisitions staff including, setting assignments, training and evaluating job performance;
- Manage and expend acquisitions budget and produces financial reports that clearly track monies allocated, encumbered and expended for different types of collections and subject areas;
- Supervise and manage all activities in ordering and receiving new materials via firm order and/ or approval plan;
- Ensure the reviewing of current and prospective vendors to assess service and pricing, renegotiating discount/pricing structures with appropriate vendors;

- Remain knowledgeable of current trends in acquisitions, collections and electronic resource management;
- Seek opportunities to introduce new methods and technologies to improve service;
- Participate fully in the collection development program, developing bibliographer skills and writing or revising a collection policy as assigned;
- Actively participate in library committees as assigned;
- Participate in professional growth and development to enhance skills and knowledge, particularly those related to acquisitions management;
- Seeks opportunities to provide service to library-related organizations, the university, and the community at large.

QUALIFICATIONS

Candidates must have an earned Master's degree master's degree in Library and/or Information Science from an accredited university; and a minimum of five (5) years' experience in an academic library.

Setting. University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;

6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link:
<http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>

To Apply: Apply electronically at <https://bit.ly/UB-HR-APPLY-HERE> *noting the position in the subject field*. Only electronic submissions will be accepted. Attach all of the above-listed in one electronic file. Additional materials will be required of shortlisted candidates.