

The Library of the European Parliament is seeking to recruit an **Information Specialist** (contract agent) of **Croatian nationality**. The post will be based within the Client Services Unit and will include the following tasks:

- Selection of material in **Croatian** on subjects relevant to the Library collection
- Cataloguing of monographs, electronic resources and grey literature using the MARC 21 format in **Croatian** or one of the EP working languages
- Authority control of headings present in those records
- Subject indexing using the Eurovoc thesaurus; classification using an in-house classification scheme
- Undertaking professional information service duties, to a great extent independently, in the area of reference enquiries, particularly in **Croatian** or on the subject of **Croatia**
- Collaborating in the operation of the Library Reading Room (reading room and stock management, technical help-desk, etc)
- Collaborating in operations of the lending service, including membership, reservations, inter-library loans and in/out claims of overdues as required
- Contributing to the training of new library clients in the use of Library services

Applicants **must** have:

- a thorough knowledge of Croatian
 - a satisfactory knowledge of English or French
 - a level of education which corresponds to completed university studies of at least three years attested by a diploma in librarianship or information science,
- or
- a level of education which corresponds to completed university studies equivalent to at least three years attested by a diploma, followed by at least one year's training attested by a diploma in librarianship or information science

Applicants **should** preferably have:

- at least one year's experience of working in a library or information service (working with users, answering enquiries etc.)
- a satisfactory knowledge of other official languages of the European Union
- some knowledge of EU affairs, national and EU law
- practical experience of searching online information sources
- practical experience of cataloguing and indexing using national/international standards (a MARC format / a subject thesaurus)

This post is offered on a temporary basis up to a maximum of three years, as a Contract Agent, FGIV. Please see the [Staff Regulations of Officials of the European Communities](#), for further details on conditions and [remuneration](#).

Applicants may apply by writing to Mrs Teresa Marto de Oliveira (Head of Unit, Client Services, Library) teresa.marto@europarl.europa.eu, attaching their CV and a letter of motivation, before 30 March 2012.