

Position Descriptions

HUMAN RESOURCES DEPARTMENT

COMPENSATION SERVICES / BOX 1879 / PROVIDENCE RI 02912 / 401 863-1792, 401 863-9320

Position Description (Grade 12 and above)

Section 1: Identifying Information

Section 2: Position Purpose

Briefly state below in *a few sentences* the primary purpose of the position including quantitative data that supports the scope of the position relative to the department and/or University.

Share leadership and accountability for the Scholarly Resources Dept. work and services. Contribute to the planning of the Scholarly Resources Dept. and realization of its strategic goals and priorities, continually developing a collaborative work style and a strong customer focus. Identify, select, manage and service, both for local ownership and for virtual access, information resources in all media that are critical to the current and evolving research goals of the University's academic disciplines; connect members of the University community with the intellectual and scholarly resources in their own and related disciplines; support and facilitate research initiatives of faculty, graduate students and researchers on and off campus. Participate in the management and allocation process (1) of the Library information resources budget (currently \$6.7 million) through the monitoring of expenditures, regular reviews and adjustment of allocations, and (2) of the departmental operating budget. Participate in consortial and cooperative collection development/reference services activities.

Section 3: Major Responsibilities & Expected End-Results and % Time.

Describe the major areas of responsibility and the results the incumbent is expected to achieve.
<p>1. (25%) Informing and educating researchers</p> <p>Provide in-depth, subject-based reference services for Library users and researchers (locally, nationally and internationally) interested in the disciplines of Comparative Literature, French Studies, Language Studies, and Linguistics and related fields; teach research skills and strategies; instruction sessions may be individualized or in group setting; reference inquiries may be in person, through mail, or electronic communication. With other members of the Scholarly Resources Dept. and the Gateway Services Dept., and with other colleagues in the Library and on campus (e.g., Media Services, CIS) set goals and priorities related to reference, instruction and information literacy. Actively promote reference services in support of the research and teaching endeavors of graduate students and faculty and assess the effectiveness of the methods and tools offered.</p> <p>As a result of this work, faculty and students become self-sufficient in undertaking their search process, know whom to contact for trouble-shooting and resolving a research problem, and refer colleagues and students to the Library for research assistance. Faculty are satisfied with the quality of the research conducted by students.</p>
<p>2. (25%) Stewarding collections</p> <p>Assess and meet current and future information needs of faculty and students in a variety of academic fields in the humanities and social sciences (currently Comparative Literature, French/francophone Studies, Language Studies, and Linguistics); define and document goals and priorities for these collections and services in consultation with faculty, students, and members of the Scholarly Resources Department; using knowledge of the publishing industry and of the academic fields, evaluate existing collections and make decisions for the acquisition, processing and servicing of new resources; evaluate services of vendors to maximize the value of the collection; coordinate interdisciplinary needs of subject areas with colleagues in Scholarly Resources. Liaison with Technical Services, Preservation, Media Services and Gateway Services.</p> <p>As a result of this work, faculty and students have easy and timely access to resources in their field of research, use effective research techniques, and receive substantive support for new academic initiatives.</p>
<p>3. (25%) Creating scholarly publications and tools</p> <p>Design, develop, and implement information services, databases, exhibits and digital projects for specific areas of study and research that 1) enhance access to, and use of, information resources and library collections; 2) support scholarship and teaching initiatives on campus; and 3) assist members of the Brown community in becoming effective and self-sufficient users of information resources. Collaborate with members of Digital Services, Web Services, Scholarly Resources, and of other groups on campus (e.g., CIS, Sheridan Center) on these initiatives.</p> <p>As a result of this work, faculty and students expand their research opportunities, use efficient search processes and research techniques, and discover new paths of inquiry by making connections between materials within their field of study and by discovering interdisciplinary relationships. Library resources are highlighted and showcased.</p>
<p>4. (10%) Planning</p> <p>Contribute to the strategic planning for Scholarly Resources. Collect data and information about courses, faculty, student population, and academic initiatives on campus. Participate in campus-wide and internal Library planning groups for the college, the graduate school, academic programs and centers; engage in outreach activities with academic departments, individual faculty and students, and get involved with other instructional services on campus in order to build collections and provide services that support current and future academic planning and research priorities. Evaluate content and pricing of information resources. Participate in the allocation process of the information resources budget. Promote a collaborative work style and partner with other Scholarly Resources Dept. members to continually improve Library collections and services.</p> <p>As a result of this work, resources and services satisfy the current and future teaching and research needs of faculty and students, the Library is recognized as a crucial component of the University planning and fund-raising. Faculty and staff are satisfied with the collections and services available to them. The quality of Library collections and services is a factor in attracting and retaining faculty and graduate students on campus. The information resources allocations and services are aligned with the changing needs of faculty and students.</p>

5. (10%) Coordinating students' projects

Lead members of the Scholarly Resources Dept. in the design, implementation and evaluation of projects that engage students in the scholarly process of knowledge management. Initiate and stimulate discussions; facilitate networking; guide Scholarly Resources members in the formulation and implementation of initiatives that involve individual students in the creation, collection, preservation, access, and exchange of information.

As a result of this work, students understand the complexities of the process involved in conducting research and creating new knowledge. They become information literate, develop a practical knowledge of the management of information and are able to use as well as create information in an effective manner. Students recognize Library staff as essential partners in learning and scholarship, value their expertise and turn to them as advisors. Scholarly Resources Dept. members increase the opportunities offered to students to collaborate on research projects and publications.

6. (5%) Liaison to consortia, outside cooperative programs and vendors

Cooperate with other libraries, consortia, vendors and outside professional groups to develop and implement a comprehensive, coherent, and cost-effective approach to building and servicing user-oriented collections. Participate in the activities of local, national and international groups and associations that concern themselves with the stewardship of collections, the development of information literacy programs, issues of scholarly communication, and the provision of reference services. Maintain open communication with vendors to participate in the design and effectiveness of new products and services and to make the best use of existing financial resources.

As a result of this work, users of the Brown University Library have timely access to a wider range of physical and electronic research collections and benefit from enhanced cooperative services such as interlibrary loan and document delivery. The Brown University Library takes advantage of consortial pricing agreements and a larger pool of staff expertise and technical knowledge.

Section 4: Job Qualifications

List education, experience, and expertise necessary to achieve the expected results.

Masters in Library Science from an American Library Association-accredited institution;

7+ years of professional experience in an academic library;

Advanced degree or academic background in appropriate academic disciplines (Comparative Literature, Language Studies, Linguistics, French studies, etc.);

Ability to work in a complex library organization with a strong user service orientation;

Understanding of the scholarly communication process and research practices;

Highly effective oral and written communication skills required;

Current technical skills;

Knowledge of trends and issues affecting higher education and information management.

RESEARCH LIBRARIAN FOR MATHEMATICS AND PHYSICS & ASTRONOMY

The University of California, Irvine Libraries seek a creative, knowledgeable, and user-oriented Research Librarian for Mathematics and Physics & Astronomy to plan and deliver innovative reference and instruction services, and to develop and manage electronic and print collections in mathematics, physics, and astronomy.

The Research Librarian for Mathematics and Physics & Astronomy will provide liaison and outreach to faculty and students in the Departments of Mathematics and Physics & Astronomy in the School of Physical Sciences. Offering undergraduate and graduate degrees (B.S., M.S., and Ph.D.), both departments are highly ranked and include world renowned faculty researchers. Numerous institutes and research centers on campus support multidisciplinary research involving mathematics, physics, and astronomy. UCI gained international prominence in 1995 when Professors F. Sherwood Rowland (chemistry) and Frederick Reines (physics) each received the Nobel Prize, making UC Irvine the first public university with faculty receiving Nobel prizes in two different fields in the same year. More information about the two departments and their programs can be found at: <http://www.math.uci.edu/> and <http://www.physics.uci.edu/>.

The successful candidate for this position will be based in the Science Library Reference Department and jointly supervised by the Head, Science Library Reference Department and the Head, Collection Development Department.

Duties and Responsibilities

In the area of collection development, the Research Librarian for Mathematics and Physics & Astronomy will be responsible for the selection, assessment, and management of collections and resources in mathematics, physics, and astronomy. The Research Librarian will serve as liaison to the faculty and students in the Departments of Mathematics and Physics & Astronomy to ensure that their information needs are being met as well as to promote the Libraries' services and resources. The Research Librarian will be responsible for monitoring budgets and making collections decisions that support the teaching and research needs on campus. The Research Librarian will provide subject-based instruction and research consultations and develop and update subject webpages in support of research in mathematics, physics, and astronomy. The Research Librarian will also work collaboratively with the Libraries' Interactive Learning Center to identify and provide the multimedia resources and services that support the research and teaching needs of the Mathematics and Physics & Astronomy students and faculty.

In the area of reference, the Research Librarian for Mathematics and Physics & Astronomy will provide specialized and general reference service at the Science Library Reference Desk, supporting information needs in the biological sciences, physical sciences, engineering, information & computer science, and the health and medical sciences. The Research Librarian will provide approximately ten hours of reference service weekly, including responding to in-person, telephone, and electronic inquiries. The Research Librarian will provide specialized research consultations in mathematics, physics, and astronomy and also maintain sufficient knowledge to provide effective general reference assistance. Occasional weekend and evening shifts are required.

In the area of instruction, the Research Librarian for Mathematics and Physics & Astronomy will provide and promote specialized instruction services to students and faculty in Mathematics and Physics & Astronomy. The Research Librarian also will participate in the Libraries' information literacy initiatives and general education programs to assist campus and community users in improving their critical thinking, information-seeking, and research skills.

Qualifications

Required:

- Graduate degree in library science from an ALA-accredited institution or an equivalent combination of relevant advanced degree and library experience.
- Educational background in mathematics, physics, and/or astronomy or experience performing reference, instruction and/or collection development for these subjects.
- Ability to assist and instruct users and students in specialized resources.
- Strong interest in working with students and faculty.
- Commitment to user-centered library services.
- Strong interest in library information technology, instructional technology, electronic resources, multimedia resources and services, especially in the subject areas to be assigned.
- Excellent interpersonal and communication skills.
- Ability to work effectively in a team and in a dynamically changing environment.
- Ability to work effectively with diverse constituencies.
- Ability to meet the University of California criteria for advancement and promotion.

Preferred:

- Experience assessing, evaluating, and negotiating digital resources in mathematics, physics, and/or astronomy.
- Skill in developing, organizing, and maintaining web-based information resources.

Consideration will be given to applicants with a wide range of years of experience, including qualified early career librarians.

Science Library Reference Department

The Science Library Reference Department is the primary research and information center of the Science Library, supporting study in the biological sciences, physical sciences, engineering, information & computer science and the health and medical sciences. The Department's services include a reference desk open 52 hours each week, a research consultation service, electronic reference services, and a wide range of instructional programs and workshops. The reference collection consists of over 5,000 volumes and a substantial collection of electronic resources. The Interactive Learning

Center, a unit of the Science Library Reference Department, is open over 90 hours per week and houses the Science Library's collection of non-print media, 3 multi-media workstations, and 3 computer lab classrooms. The department operates in a team-based environment and the staff consists of 7+ librarians, 4.5+ FTE library assistants, 3 computing specialists, and student assistants.

UC Irvine has several highly ranked science programs in various fields including engineering, behavioral neuroscience, organic chemistry, information systems, psychology, cell biology/developmental biology, computer science, physics, biological sciences, mathematics, biomedical engineering, and medicine.

The Libraries

The UCI Libraries are committed to innovation and excellence and are in a major period of growth and change. The Libraries consist of the Langson Library, the Science Library, the Library Gateway Study Center, and the Grunigen Medical Library. The Langson Library primarily serves the Schools of Humanities, Arts, Social Sciences, Social Ecology, Business, the Department of Education, and Interdisciplinary Studies. The Science Library primarily serves the College of Health Sciences (including the School of Medicine) and the Schools of Biological Sciences, Physical Sciences, Engineering, and Information and Computer Sciences. The Grunigen Medical Library serves the clinical needs of the Health Sciences at the UCI Medical Center, located in Orange, 12 miles from the main campus.

The UCI Libraries have a staff of 273 FTE and an organizational structure that includes the use of teams in conjunction with departments. The library collection consists of over 2.6 million volumes and over 53,000 current serial titles and an aggressively expanding electronic resources collection. The UCI Libraries are a member of the: Association of Research Libraries (ARL), California Digital Library (CDL), Coalition of Networked Information (CNI), Center for Research Libraries (CRL), Council on Library and Information Resources (CLIR), International Federation of Library Associations and Institutions (IFLA) and Scholarly Publishing & Academic Resources Coalition (SPARC).

University of California, Irvine

The University of California, Irvine, is nestled in over 1,500 acres of coastal foothills, five miles from the Pacific Ocean, between San Diego and Los Angeles. Founded in 1965, UCI is among the fastest-growing University of California campuses, with more than 25,000 undergraduate and graduate students and about 1,400 faculty members. UCI has had an extraordinarily rapid rise to distinction in its first forty years, including membership in the Association of American Universities, ranking twelfth among the nation's best public universities by *U.S. News and World Report* (also among the top fifty research universities), and three Nobel prizes in the last twelve years.

Student enrollment is planned to reach 32,000 by 2014 accompanied by a proportional growth in faculty and staff. Nearly 60% of UCI students identify themselves as Asian American, African-American, Chicano/Latino, or Native American. The University

offers 40 doctoral programs in addition to the M.D. UCI's academic programs are ranked nationally among the top universities; several doctoral programs are ranked in the top ten.

Librarians at the University of California Irvine are academic appointees and receive potential career status at the time of their initial appointment. Librarians periodically receive administrative and peer review for merit increases based on the following criteria: 1) professional competence and quality of service within the Library; 2) professional activity outside the Library; 3) university and public service; and 4) research and other creative activity.

Salary & Benefits: Salary commensurate with qualifications and experience. Preferred appointment level: \$40,008 - \$66,756 (Assistant Librarian I – Librarian I). Librarians are entitled to two days per month of annual leave, one day per month sick leave. The University has an excellent retirement system and offers a variety of group health, life, and disability insurance plans. Benefits, which may also include an attractive mortgage program, are equal to approximately 40% of salary.

Deadline for Applications: Applications received by **April 9, 2007** will receive first consideration, but applications will continue to be accepted until the position is filled.

To Apply: Qualified applicants who wish to be considered for this position should send their letters of application, complete résumés, and the names, e-mail addresses, and phone numbers of three references, with a statement of each reference's professional relationship to the applicant, to:

Library Human Resources
UC Irvine, P.O. Box 19557
Irvine, CA 92623-9557
e-mail: hr@lib.uci.edu
confidential fax (949) 824-3270

Electronic applications are preferred. Upon application, candidates should be in possession of proof of their legal right to employment in the U.S. In compliance with the Immigration Reform and Control Act of 1986, verification of legal right to work will be required between the time of final selection and hiring, and is absolutely essential in ultimately being hired.

This position description is listed on the UCI Libraries Web site at <http://www.lib.uci.edu/libraries/jobs/libvac.html>, with links to additional Web sites featuring campus and community information.

*The University of California, Irvine is an equal opportunity employer
committed to excellence through diversity.*

THE UCSD LIBRARIES – University of California, San Diego**Political Science/Government Information Librarian
Social Sciences & Humanities Library**

Preferred appointment level: Assistant Librarian II – Associate Librarian IV with an approximate salary range of \$41,376 - \$53,676.

The Social Sciences & Humanities Library of the University of California, San Diego (UCSD) seeks applications from innovative and user-oriented library professionals to join an enthusiastic staff in the development of services and collections to support the political science faculty and students and develop San Diego county, California and international government information collections. The UCSD Libraries are committed to making access to research information for faculty and students as efficient and convenient as technology, innovation, and resources will allow.

The University and the Libraries

With a current enrollment of more than 26,000 students, UCSD is a powerful magnet for those seeking a fresh innovative approach to education and research. In just four decades, the campus has achieved international distinction for its educational excellence, research strength and institutional flexibility. Ranked fifth in the nation and first in the University of California system in federal R&D funding, UCSD annually attracts more than \$627 million in research awards. The National Research Council ranks the campus 10th nationally in the excellence of its graduate programs and quality of its faculty. *US News & World Report* ranks UCSD 7th nationally among public national universities. UCSD has entered a period of major growth with planned enrollment expected to reach 28,365 by 2010. The UCSD Libraries are widely recognized as integral partners in the development and provision of innovative, responsive, and effective information services vital to the University's instructional and research enterprise.

The UCSD Libraries, a member of the Association of Research Libraries, consist of ten campus libraries¹ with combined collections of more than three million volumes. Integrated services dependent on information technology are a hallmark of the UCSD Libraries. Recent projects include desktop delivery of journal articles, network delivery of digital audio, multilingual character interfaces, patron initiated interlibrary loan, wireless network access, and a vigorous and ambitious Digital Library Program. Components of the information infrastructure include INNOPAC, the integrated library system; the UCSD campus web site; and the UCSD Libraries web site, an integrated portal for access to library collections and services. UCSD works actively and collaboratively with the other nine UC libraries and the California Digital Library to develop and manage shared collections and services available to all UC faculty and students.

Department Description

The Social Sciences and Humanities Library comprises the research collections for the social sciences and humanities. The collections consist of approximately 1.5 million volumes, over 3,000 current serials, a government documents collection of nearly one million pieces, and a reference collection of 40,000 volumes. The staff comprises 20 librarians, 47 career staff, and approximately 21 FTE student employees. The Library provides a full range of services, including information and reference services, outreach and bibliographic instruction, development and delivery of collection resources for patrons of the collections, circulation, billing, interlibrary loan, course reserves, security, and stacks maintenance.

Responsibilities of the Position

Reporting to the Head for Data, Government and Geographic Information Services, assumes a leadership role developing services and collections designed to foster awareness and use of the political science collections, San Diego and California depository collections, and international government information. Provides in-depth reference service and consultation for political science, San Diego county, California, and international government information sources; serves as library liaison to the nationally ranked department of Political Science and the Law and Society program. Provides general reference assistance at a combined social sciences/ humanities and government documents reference desk. Some evening and weekend reference hours required. Participates in the oversight of processing of government documents in all formats. Provide training opportunities for UCSD Libraries colleagues to learn about the resources and services for relevant subject areas. Provide assistance and support in evaluating digital resources and coordinating consortial purchasing efforts for the UC Libraries system. Work with other UC campuses in collaborative collection development efforts. Represent the UCSD Libraries at pertinent meetings and conferences.

Required Qualifications

- Professional degree from a library school or other appropriate degree or equivalent experience in one or more fields relevant to library services.
- Minimum of two-years experience in reference and research assistance in the social sciences or government documents.
- Knowledge of government information guidelines and practices.
- Demonstrated knowledge of political science or government resources.
- Ability to use technology in the delivery of services.
- Knowledge of trends and issues in digital library technologies.
- Experience or coursework in the design and delivery of library instruction.
- Knowledge of collection development and management principles.
- Ability to work both independently and collaboratively within groups.
- Potential to excel in a dynamic, academically challenging environment.
- Demonstrated strong oral and written communication skills, including the ability to communicate effectively with students and faculty.
- Interpersonal skills to work effectively with culturally diverse library users and colleagues.

UCSD librarians are expected to participate in library-wide and system-wide planning and governance, and to be professionally active.

Desirable Qualifications

- An undergraduate degree in political science or related social science discipline.
- Experience working with social science data collections and GIS applications.
- Experience in collection development/management in the social sciences.
- Knowledge of statistical sources and numeric data resources.

Benefits

In addition to a technologically state-of-the-art and intellectually stimulating environment, UCSD offers a highly competitive compensation package that includes choices for medical, dental and optical programs; excellent retirement programs; tax-savings programs; life, automobile and short/long-term disability insurance; relocation reimbursement; outstanding recreational facilities; innovative training programs; generous professional development funding; domestic partner benefits; and on-campus childcare.

Librarians at UCSD are academic appointees and entitled to appropriate professional leave and all other perquisites granted to non-faculty academic personnel. Applicants interested in employment opportunities for spouses/partners are encouraged to consider the UCSD Academic Job Opportunities Bulletin, the UCSD Staff Employment Opportunity Bulletin, or employment opportunities at other education and research institutions in San Diego.

Under Federal law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

Application consideration begins **May 8, 2006** and will continue until the position is filled. Send application letter including a statement of qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about your qualifications for this position to libraryjobs@ucsd.edu or to UCSD, Amanda M. Lawhorn – Library Human Resources, 9500 Gilman Drive Dept. 0175-H, La Jolla, CA 92093-0175. Telephone: 858.534.1279; Confidential Fax: 858.534.8634.

UCSD is an equal opportunity/affirmative action employer and specifically seeks candidates who can actively contribute to an environment of cultural and ethnic diversity. Applicants are invited to preview campus diversity resources and programs at 'Diversity at UC San Diego'.

¹ Arts & Architecture Library; Biomedical Library; Center for Library & Instructional Computing Services; International Relations/Pacific Studies Library; Mandeville Special Collections Library; Medical Center Library; Music/Film & Video Library; Science & Engineering Library; Scripps Institution of Oceanography Library; and Social Sciences & Humanities Library.

THE UCSD LIBRARIES – University of California, San Diego**Engineering Librarian
Science & Engineering Library**

Preferred appointment level: Associate Librarian I – Associate Librarian VII with an approximate salary range of \$44,736 - \$66,756.

The Libraries of the University of California, San Diego (UCSD) seek applications from highly motivated, innovative, energetic, proactive and experienced library professionals to join an enthusiastic staff in support of excellence in a research library of a rapidly growing highly ranked university. The UCSD Libraries are committed to making access to research information for faculty and students as efficient and convenient as technology, innovation, and resources will allow.

The University and the Libraries

With a current enrollment of more than 26,000 students, UCSD is a powerful magnet for those seeking a fresh innovative approach to education and research. In just four decades, the campus has achieved international distinction for its educational excellence, research strength and institutional flexibility. Ranked seventh in the nation and second in the University of California system in federal R&D funding, UCSD annually attracts more than \$728 million in research awards. The National Research Council ranks the campus 10th nationally in the excellence of its graduate programs and quality of its faculty. *US News & World Report* ranks UCSD seventh nationally among public national universities. The Jacobs School of Engineering ranks 11th among 187 engineering schools, with three of its PhD programs ranked among the top 10 in the nation. With more than \$126 million in annual research expenditures, the Jacobs School ranks second in the nation for research expenditures per faculty member and first for research support per graduate student. As UCSD enters a period of major growth, with planned enrollment expected to reach 28,365 by 2010, the UCSD Libraries are widely recognized as integral partners in the development and provision of innovative, responsive, and effective information services vital to the University's instructional and research enterprise.

The UCSD Libraries, a member of the Association of Research Libraries, consist of nine campus libraries¹ with combined collections of more than three million volumes. Integrated services dependent on information technology are a hallmark of the UCSD Libraries. Recent projects include desktop delivery of journal articles, network delivery of digital audio, multilingual character interfaces, user initiated interlibrary loan, wireless network access, and a vigorous and ambitious Digital Library Program. Components of the information infrastructure include [INNOPAC](#), [the integrated library system](#); [the UCSD campus web site](#); and [the UCSD Libraries web site](#), an integrated portal for access to library collections and services. UCSD works actively and collaboratively with the other nine UC libraries and the California Digital Library to develop and manage shared collections and services available to all UC faculty and students.

Department Description

The Science & Engineering (S&E) Library's services and collections support the faculty, teaching, and research programs of the Division of Physical Sciences (Physics, Mathematics, Chemistry & Biochemistry), the Jacobs School of Engineering, and various campus research centers and institutes such as the San Diego Supercomputer Center and the California Institute for Telecommunications and Information Technology.

The [S&E Library](#), centrally located in the Geisel Library building, is equipped with student computing labs, instruction and group study facilities, and access to the campus wireless network. It offers a comprehensive range of public services, including proactive outreach, instruction, and web-based information services. S&E recently remodeled to provide a single service desk for more effective user service and improved instruction and study spaces. S&E Library staff members are active participants in digital library projects and programs, including electronic reserves, reference services and collection development, and the redesign of the Libraries public web interface, using a content management system. We participate actively in resource and service development for the California Digital Library, and are committed to innovative, standards-based digital services and integrated interfaces. S&E Library has a staff of 15.5 FTE, including 6 FTE librarians, a collection of over 250,000 volumes, and access to over 7,000 journals and numerous research databases.

Responsibilities of the Position

The position reports to the Head, Reference, Instruction and Outreach Services. Core responsibilities include developing departmental liaison programs within the growing Jacobs School of Engineering (JSOE), building partnerships and collections that support the needs of JSOE and strengthen the Libraries digital initiatives, providing general and subject

specific reference services, and creating programs and initiatives that respond to trends in engineering research and new areas of growth and innovation by JSOE.

The S&E Engineering Librarian will:

- Develop strong connections with JSOE faculty and students to determine and address collection and service needs. A high level of proactive interaction between faculty and students and the librarian is essential. Seek opportunities for partnerships with assigned departments, including the development of digital content and services. Provide subject-related consultation and instruction services, and develop and maintain web pages for assigned user groups.
- Select, acquire and manage library materials in all formats for assigned disciplines within engineering. Subjects may include bioengineering, computer science, materials science, and aerospace, computer, electrical, mechanical, civil/structural engineering.
- Analyze trends in the teaching and research programs of assigned departments, keep current with scholarship in the disciplines themselves, and use this knowledge to respond to departmental needs.
- Provide general and research assistance to library users at the S&E Reference Desk and contribute to the development of the Libraries' digital reference services.
- Participate in S&E instructional activities including development of online learning resources and tools.
- Contribute to the S&E Library through other projects, as assigned (e.g., coordinate digital tools and services or communications/publicity).
- Provide leadership for and contribute to library-wide projects as assigned.

Required Qualifications

- Professional degree from a library school or other appropriate degree or equivalent experience in one or more fields relevant to library services.
- Four or more years experience in an academic or corporate library including two or more serving engineers or related clientele.
- Demonstrated experience in any or all of the following: collection development and/or reference services and/or delivering instructional programs in a college, university or corporate library.
- Excellent communication, presentation and interpersonal skills.
- Demonstrated initiative and self-direction.
- Ability to respond effectively to changing needs and priorities.
- Ability to work both independently and in cooperation with colleagues and library users in a service-oriented, collaborative environment.

UCSD librarians are expected to participate in library-wide and system-wide planning and governance, and to be professionally active.

Desirable Qualifications

- Undergraduate or graduate science or engineering degree, or significant discipline-specific experience in an academic or corporate library.
- Experience in developing working partnerships with academic departments and other user communities.
- Experience in integrating new technologies into the delivery of information services.
- Web development skills.
- Demonstrated involvement in professional activities.

Benefits

In addition to a technologically state-of-the-art and intellectually stimulating environment, UCSD offers a highly competitive [compensation package](#) that includes choices for medical, dental and optical programs; excellent retirement programs; tax-savings programs; life, automobile and short/long-term disability insurance; relocation reimbursement; outstanding recreational facilities; innovative training programs; generous professional development funding; domestic partner benefits; and on-campus childcare.

Librarians at UCSD are academic appointees and entitled to appropriate professional leave and all other perquisites granted to non-faculty academic personnel. Applicants interested in employment opportunities for spouses/partners are encouraged to consider the UCSD [Academic Job Opportunities Bulletin](#), the [UCSD Staff Employment Opportunity Bulletin](#), or employment opportunities at other education and research institutions in [San Diego](#).

**The George Washington University announces a search
For an Instruction and Reference Librarian**

POSITION: Instruction and Reference Librarian

LIBRARY ASSIGNMENT: Gelman Library System (GLS), Primary Location: Gelman Library

APPOINTMENT RANK AND SALARY:

Appointment at the rank of Librarian I (entry level; minimum salary \$42,000) or Librarian II (minimum 2 years experience; minimum salary \$45,000). Rank and salary depend on qualifications and experience.

POSITION DESCRIPTION:

This newly redefined position provides instruction and reference services in a broad range of subject areas.

The librarian in this position serves as a member of the Education and Instruction Group to implement an ambitious program of instruction in all subjects with an emphasis on core competencies and information literacy. Librarians in EIG are committed to exploring new applications of pedagogy and technology. In our teaching we emphasize active learning, critical thinking, and collaboration. The librarian will work with the University Writing Program, partnering with faculty and providing library instruction for students in the first-year component of the program. S/he will work closely with faculty in all disciplines to develop course-integrated instruction based on curricular needs. Participates in workshops related to pedagogy and assessment. Offers reference services in a highly collaborative and electronic environment. Some evening/weekend hours required. Serves as a member of library and university committees. Reports to the Instruction Coordinator.

Responsibilities:

- Partners with faculty teaching University Writing 20
- Providing discipline specific instruction across a wide range of disciplines
- Meeting with students for individual or small group research consultations
- Providing reference service in a broad range of subject areas
- Providing virtual reference service to library users

BASIC QUALIFICATIONS:

- ALA accredited MLS
- Teaching experience and/or coursework in library instruction, information literacy, or education
- Experience providing reference service and/or relevant coursework
- Experience using electronic resources and article databases

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES PREFERRED:

- Experience working in a collaborative, cross functional, team-based environment
- Excellent oral and written communication skills
- Experience providing reference service
- Excellent teaching/presentation skills
- Familiarity with the concepts, goals, and teaching methods of information literacy
- Experience teaching in-person information literacy classes in an academic environment, preferably to undergraduate students
- Experience developing lesson plans, preparing instructional materials or tutorials
- Experience collaborating with instructors on assignment design
- Experience integrating instruction into course management systems (Blackboard)
- Understanding of learning theory and pedagogy
- Familiarity with educational games, social networking, virtual worlds and new scholarship as they relate to emerging forms of instruction
- Experience with web design and web development applications
- Working knowledge of standard computer office applications such as Microsoft Word, Excel, PowerPoint or other productivity software

REVIEW DATE: Review of applications will begin on July 16, 2007, and will continue until the position is filled.

APPLICATION PROCEDURE: Only complete applications will be considered. Please send a letter containing a brief statement of interest and an assessment of skills related to the basic qualification, a curriculum vita, and complete contact information for at least 3 references to:

Emma Mosby
Manager, Gelman Library System Administrative Services
The Gelman Library, Room 201
The George Washington University
2130 H Street, NW, Room 201
Washington, DC 20052

The University and department have a strong commitment to achieving diversity among librarians and staff. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage women and persons of color to apply for this position.

The George Washington University is an equal opportunity/affirmative action employer.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC



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SPOTLIGHT

[Magic Object Exhibition Extended Through October 25](#)

Artifacts from the JHU Archaeological Collection are featured in this display of objects used in magical ritual in the ancient world. [More...](#)

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Librarian III, Physical Sciences or Engineering Librarian, 29243

Role: ATP
Level: 4
Range: PD
Status: Full-time
Hours Worked: 37.5
Work Week: Monday - Friday, 8:30-5:00
Department: The Sheridan Libraries
Campus: Homewood
Contact: Homewood Human Resources: (410) 516-7196
Location: MSE Library
Approximate Starting Salary: \$48,000 - \$53,000

The Sheridan Libraries of Johns Hopkins University is seeking an innovative, creative, technologically savvy librarian who is looking for an opportunity to provide service to faculty and students in a research-rich academic environment.

Job Responsibilities:

Reporting to the Head of Research Services, responsibilities include:

- Serving the research needs of several engineering or physical science departments on the Homewood campus of Johns Hopkins University
- Cultivating and maintaining strong relationships with faculty and students
- Selecting traditional and electronic resources for the collection
- Developing and delivering a wide range of traditional and innovative library services that facilitate the work of the assigned client group including the creation of web-based online support materials, and the integration of library resources into academic courses
- Providing subject-related consultative and instructional services including utilizing innovative online communication tools that best facilitate our users' work (blogs, podcasts, interactive Web-based and multimedia formats etc.)
- Providing reference service via the Brandeis model
- Participating in departmental activities
- Collaborating with library groups and others in coordinating services, initiating projects, and implementing programs.

In this liaison-focused library, a high level of proactive interaction between faculty and students and the librarian is essential.

The position is part of a team of nine social science and humanities librarians and four science and engineering librarians in the Research Services Department in the Milton S. Eisenhower Library.

Qualifications:

Requires MLS from an ALA-accredited library school; an undergraduate degree in science or engineering, or other closely related field, or experience serving a similar user population; evidence of a user-centered vision and innovation; strong teaching, interpersonal, and communication skills; demonstrated successful liaison work; knowledge of library information systems and services; in-depth knowledge of Internet and WWW; demonstrated commitment to customer service; ability to work collaboratively; and willingness to work flexible schedule, including evenings and weekends.

**MICHIGAN STATE UNIVERSITY LIBRARIES
Faculty Position Description
2006-2007**

NAME:

RANK: Librarian II

TITLE: Science Collections Coordinator/Food Science & Technology Librarian/Library Exhibits Coordinator

FUNCTION

Coordinates collection development and management in the Sciences (except Health Sciences) for the Main and Branch Libraries, overseeing a portion of the materials budget and supervising several science librarians. Serves as subject bibliographer for food science & human nutrition, packaging, clothing/textiles, and general technology, selecting appropriate serials and monographs, developing and maintaining liaisons with faculty, and providing reference and instructional services in these areas. Schedules, coordinates, and publicizes library exhibits.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinates and monitors firm order and approval plan selection of monographic and serial publications in the sciences.

Plans budget allocations for the sciences and advises on adjustments to individual funds.

Supervises and coordinates the collection and liaison activities of science selectors throughout the libraries to build an effective team and insure consistent and appropriate coverage of science subject areas/disciplines. Makes recommendations for staffing and selection assignments and works with the Assistant Director for Collections to develop and implement programs to enhance selector skills.

Consults regularly and works cooperatively with the Branch Coordinator on all issues relating to collection development and management in the branch libraries (e.g., attendance, vacations, closing or moving of branch libraries, etc.).

Consults as needed with Access and Preservation, Technical Services, and other Library staff to provide timely decisions on the selection, de-selection, storage, processing, and treatment of materials.

Coordinates the development of collection policy statements for science disciplines and programs; designs and directs collection assessment activities.

Collaborates with appropriate public services and collections personnel in the development of bibliographic aids and guides to the science collections.

Attends bi-monthly collection coordinators meetings, advising the Assistant Director for Collections in the formulation of collection and preservation policies and priorities and the evaluation of major purchases, especially electronic materials.

Participates in the development of cooperative collection agreements and understandings.

Selects serials and monographs in food science & human nutrition, packaging, clothing/textiles, and general technology.

Develops and maintains liaison relationships with appropriate colleges, departments, and programs.

Assists faculty, staff, and students in the use of print and electronic resources in the areas of food science & human nutrition, packaging, and clothing/textiles and provides library instruction to classes as requested or needed.

Creates, coordinates, schedules, and publicizes library exhibits.

Serves on appropriate Library and University committees and task forces.

Participates in appropriate professional and scholarly activities.

PRIMARY SUPERVISOR: Assistant Director for Collections

POSITION DESCRIPTION

TITLE: Humanities Bibliographer, Librarian II

FUNCTION: Under the direction of the Coordinator of Humanities Collection Management and Development, selects resources in core humanities areas, provides liaison services for faculty and students and specialized reference in selection areas.

CHARACTERISTIC DUTIES:

1. Selects current and retrospective publications and electronic resources in core areas of the humanities, British history/studies, French studies, medieval studies, and religious studies.
2. Collaborates with the preservation staff in maintenance of the collection.
3. Assists patrons in accessing the Libraries' resources in areas of selection. Provides liaison services to faculty and students by interpreting the collection relative to their needs.
4. Drafts and maintains collection development policies in assigned areas and implements these policies in day-to-day selection activities. Prepares collection descriptions as required.
5. Assesses collection needs both long and short term in the areas of responsibility, by constant attention to the institution's instruction, research, and patron needs and requirements, and places these within the context of national and cooperative resources and competing library needs.
6. Reviews relevant approval systems, relating these constantly to the overall collection development process, with emphasis on timely, consistent, and efficient procurement of resources.
7. Reviews gift materials in assigned selection areas for possible acceptance into the collection as new acquisitions or as replacements.
8. Establishes and cultivates working relationships with appropriate faculty and their departments.
9. Serves on committees which librarians normally serve on upon election or appointment within the University, the Libraries, or professional organizations. Establishes and maintains membership with appropriate professional or scholarly organizations outside the University. Maintains a scholarly and creative life appropriate for librarians.

3/16/05

**GENERAL FACULTY
POSITION DESCRIPTION
UNIVERSITY OF VIRGINIA**

PART I: ORGANIZATIONAL INFORMATION

POSITION NUMBER	FA-436
Working Title	Librarian for History; Religious Studies; French Language and Literature; and Classics; and Assistant Professor
Organization	University of Virginia Library

PART II: POSITION INFORMATION

PERCENT OF TOTAL WORKING TIME	Describe fully and clearly the most important work first, then the next most important in a separate paragraph, and so on. Make the descriptions definite and detailed to give a clear picture of the work. It is particularly important that the supervision received or exercised be clearly explained. It is also important that such terms as "check", "handle", "responsible for", "assist" be explained. List any equipment operated or special skill used. Estimate working time devoted to each kind of work described.
50%	Has primary responsibility for selecting and managing materials that support the French Language and Literature and Classics programs and shared responsibility for the History and Religious Studies programs. Manages the materials budget and reviews approval plans for these programs. Contributes to support of the Religious Studies program by selecting materials in the subjects of Christianity and Judaism. For History, focuses on continental Europe, the Middle East, Africa, and Latin America. For French Language and Literature, receives the support of the selector for French Literature of France.
40%	Serves as a liaison to the academic departments within his responsibility by assessing and supporting their needs for scholarly resources, networked information, and user education. Consults and coordinates with faculty, students, fellow Librarians for., and other library staff.
.%	Participates in professional growth and development activities, including service on library committees.
5%	Creates and maintains Web pages of scholarly resources for Classics and French Language and Literature and has shared responsibility for the History and Religious Studies pages.

PART III: QUALIFICATIONS

1. Preferred Knowledge, Skills, and Abilities for an Individual Performing this Position:
 - Ability to exercise independent judgement and discretionary action regularly in an intellectually demanding position with extremely varied job tasks.
 - Knowledge of French and German languages required. Knowledge of Spanish or Italian very useful.
 - Knowledge of collection development methods, policies, and procedures appropriate for assigned responsibilities.
 - Ability to communicate effectively with teaching faculty, students, and library staff at all levels.
 - Ability to hire, train, and supervise personnel.
2. Special Licenses, Registration, or Certification:
3. Education or Training (Cite Major Area of Study):
 - ALA-accredited MLS, appropriate subject Master degree. Preference for Master degree in both areas.
4. Level and Type of Experience:

PART IV: SIGNATURES

Signature (Current Incumbent)	Print Name	Date
Individual Who Will Sign Performance Evaluation	Print Name	Date

UNIVERSITY OF WASHINGTON LIBRARIES

Office of the Director

POSITION DESCRIPTION

October 2006

NAME: Anna Bjartmarsdottir Sveinbjornsson

POSITION TITLE: Nordic Studies Librarian

GENERAL DESCRIPTION:

Under the general direction of the head, Reference and Research Services Division, serves as the Nordic Studies Librarian, providing reference and information services in the Humanities and Social Sciences with emphasis on the provision of research consultation and user education services in all areas of Nordic Studies. Serves as the primary selector for the Nordic area collections.

SPECIFIC RESPONSIBILITIES AND DUTIES:

Serves as the Libraries' liaison with the Department of Scandinavian Studies, selecting materials to support research and teaching, providing instructional and research consultation services to faculty and students, communicating regularly with faculty in the Department, and participating in departmental activities as appropriate. Analyzes and assesses the information needs of primary clientele.

Interacts regularly with the Head of the Slavic and East European Section, who is responsible for collection development and liaison for Baltic Studies, a program within the Department of Scandinavian Studies.

Provides library user education for the Department of Scandinavian Studies, working closely with faculty and teaching assistants. Responds to requests to meet with and provide tours for visitors to the Department.

Establishes and maintains a good working relationship with Seattle's Scandinavian community.

Provides consultation based on language and/or subject area expertise to libraries staff as needed in support of their work.

Manages state, gift, and grant funds for Scandinavian library acquisitions. Works with the head of the libraries Gifts section to evaluate gifts. Meets with

individuals interested in donating funding in support of the Scandinavian collections.

Recommends and selects materials from the UW Libraries collections for digitization, and participates as appropriate in national (and international) Scandinavian digitization projects.

Participates in regional and/or national cooperative collection development programs, including those related to digital projects.

Provides general and specialized reference services through regularly assigned desk hours, appointment-based consultations, and digital technologies. Participates in evening and weekend reference desk staffing. Assists and instructs users in a wide array of traditional and electronic research sources. Actively participates with other members of the division in planning and implementing programs to enhance user services.

Participates in meetings of the International Studies Fund Group.

Participates in Libraries-wide committees, task forces, teams, and program planning as appropriate.

Assumes other responsibilities as assigned and performs other duties as required.

**POSITION: Information Services and Resources
Librarian, with Liaison Responsibilities**

INCUMBENT:

SALARY GRADE: USG 8-13

GENERAL ACCOUNTABILITY

Information Services and Resources Librarians are the Library's primary contact with the University's academic departments. They ensure that Library resources match the teaching, learning and research needs of the academic community. Librarians work with faculty to integrate information literacy into the curriculum, and with students to integrate information literacy into their academic life. Librarians develop an awareness of current trends into their specific areas of responsibility and of trends in scholarly communication. Using their professional knowledge and judgement, librarians evaluate and assess the Library's provision of information resources and services and initiate changes.

NATURE AND SCOPE

Information Services and Resources Librarians report to the Assistant University Librarian, Information Resources on matters related to information resource management and to the Assistant University Librarian, Information Services on matters related to information services. The Information Resources and Services Department currently consists of 18 Librarians, nine Library Assistants, and one Secretary in the two divisional libraries. Two committees, the Information Resources Management Committee and the Information Services Management Committee, on which Librarians serve in rotation, are the primary forums for discussion and decision making about information resources and services.

The Library works with its Tri-University Group partners (the libraries of the University of Guelph and Wilfrid Laurier University) in provision of service to users and on shared information resource initiatives. Librarians work as appropriate with colleagues at TUG institutions and with various committees and groups on these project and initiatives.

Each Librarian is responsible for liaison with one or more academic departments. In this role, the Librarian is responsible for communication between the department and the library. The Librarian is well informed about the Library's resources, services and policies and interprets and promotes these to faculty and students. The Librarian is knowledgeable about the subject matter and nature of the teaching and research conducted by the academic unit, particularly with regard to changes in teaching and scholarly communication within the discipline. The Librarian works with academic departments in preparing documentation for program assessment and accreditation and may meet with external consultants during review processes.

In consultation with faculty members, the Librarian develops and maintains print and electronic collections to support the teaching and research needs of his/her assigned departments. Working with appropriate academic and library personnel, he/she selects material for his/her area of accountability and keeps up to date with publications in the subject areas. He/she periodically evaluates the quality and use of the collection and takes appropriate action. He/she keeps informed about the state of the Library's acquisitions budget, and manages the portion of the budget allocated for assigned departments. The Librarian participates in the evaluation of electronic resources, including collaborative projects with TUG or the Ontario Council of University Libraries.

Information Services and Resources Librarians oversee, through appropriate committees and groups, the service provided at the Information Desks, and training of staff for this service. They also serve at the Information Desk for a specified number of hours per week, including evenings and weekends in rotation. As information specialists in specific subject areas, Librarians are consulted directly by faculty and students for in depth assistance with their information needs. This expertise is also shared with other Librarians and Library Assistants who work with users at the Information Desk.

In his/her areas of responsibility, the Librarian designs instructional programs and materials, uses information technology and delivers instruction in various formats (lectures, hands-on interactive group sessions, one to one consultations, web-based, etc.) to meet the needs of undergraduate and graduate students, faculty, and staff. Many of these activities require direct consultation with faculty in his/her liaison departments, while some are cooperative efforts with other Librarians and staff teams or committees.

The Librarian designs and develops effective interfaces to electronic resources for his/her subject areas (in conjunction with TUG colleagues as appropriate) and collaborates with other staff to develop the interfaces to the UW specific and TUG shared resources including the online public access catalogue.

Librarians also lead and participate on Library and University committees and task groups to ensure that the Library fulfills its role in service to the University of Waterloo community. Librarians provide functional direction and may supervise the Library Assistants, and a Secretary in the Information Services and Resources Department.

Through participation in conferences and electronic discussions, Librarians exchange ideas and discuss issues in provision of information services and resources. Librarians contribute to academic librarianship and scholarly communication through publications, presentations, service in professional associations, and membership on library and academic initiatives. The professional staff manual <http://www.lib.uwaterloo.ca/staff/manuals/profman/index.html> outlines requirements and achievements that lead to non-administrative professional advancement through six ranks.

SPECIFIC ACCOUNTABILITIES

Liaison

- Consults with academic departments regarding their resource and service needs
- Promotes the use of Library resources and services to academic departments
- Keeps abreast of changes and developments in scholarly communication, especially in subject areas of assigned academic departments, and communicates to both Library committees and staff and to the faculty regarding those changes, and responses to them
- Works with academic departments on graduate and undergraduate program review reports and consultations

Information Resources

- Develops and maintains collection policies and profiles that reflect the needs of academic departments
- Selects materials, both print and electronic, for the Library's collections
- Analyzes the use of collections
- Evaluates the condition of collections
- Is knowledgeable about the acquisitions budget in general and manages the budget allocations for assigned departments

Information Services

- Participates with other Library staff in the training of staff, and coordination of activities for delivery of information service at the Information Desks, and remotely
- Provides in-depth information service to faculty and students as requested
- Designs instructional materials
- Develops and delivers instructional programs
- Designs and develops effective websites for subject areas relevant to assigned departments, in conjunction with TUG colleagues where appropriate
- Participates, through appropriate groups and committees and with TUG colleagues as appropriate, in the development of the Library's user interfaces to electronic resources

Co-operative Work of the Department/Library

- Through service on committees and task groups, participates in the Library's fulfillment of its role in service to the University of Waterloo community
- Supervises Library Assistants, Library Clerk, Secretary

Professional Development

- Participates in activities which promote professional development

April 2002

[Insert Name]
Job Description
[Position Title: e.g., “Media Librarian” or “Urban Issues Librarian”]

Essential Functions

You are the liaison/collection developer in [name liaison areas]. As the liaison/collection developer in those areas, you are responsible for

- Developing and maintaining resources in all formats in support of the curriculum and research needs in your subject areas
- Monitoring allocations and spending in your collection areas
- Research and teaching support to the faculty members in those departments
- Research support to the undergraduate and graduate students in those departments
- Library support to meet other needs of those departments (for example, providing information on library holdings in support of accreditation)
- Communication with the faculty and students in those departments both to assess their needs and keep them informed about library services and resources
- Instruction to classes within those programs both to support research assignments and to promote Information Literacy

As a member of the Information Services Team, you are also responsible for

- Serving at the information desk within the Undergraduate Library and at other reference points to provide general reference services
- Providing instruction for UGE 1000 classes
- Assisting the other liaisons/collection developers in providing instruction and research support to their departments
- Serving on working groups working on projects in instruction, reference, and research support

You will report to the Director of Information Services

General Responsibilities

Monitor professional trends in assigned area and make recommendations such that services and resources are kept up to date with current practices and professional standards

Participate positively as a member and leader in working groups and teams to develop policies and procedures, facilitate decision making, resolve problems, implement assigned projects, improve customer service and ensure smooth delivery of services

Train, develop, guide and supervise assigned students and support staff such that staff members are well informed and skilled to provide services and resources that meet customer needs

Communicate effectively and positively with unit management, with colleagues in other units and with colleagues within the unit to provide effective and efficient services that meet customer needs and promote a positive team environment