



Assistant Librarian – Electronic Resources Learning Resource Center

LIB/7

JOB SUMMARY

This position performs coordinates the acquisition of electronic resources.

MAJOR DUTIES

- Coordinates the purchase and licensing of all electronic materials.
- Implements and manages electronic resource management applications.
- Keeps abreast of developments in electronic resources.
- Orders and budgets of serials, reports, and statistical analysis.
- Updates the holdings in the networks for new additions, deletions and withdrawals.
- Assists in solving equipment and other related problems.
- Shares reference/circulation duties with professional staff.
- Orients patrons to library resources including the Darton library catalog (GIL), print indexes/reference sources, GAILEO and the internet.
- Assists patrons with acquiring library cards, checking out materials, and accessing reserve materials.
- Assists teachers and classes with individual assignments.
- Answers reference questions as needed in person or by telephone or e-mail.
- Serves on college committees.
- Participates in community service activities.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of current trends in library services.
- Knowledge of library operations and procedures.
- Knowledge of college policies and procedures.
- Knowledge of electronic information resources.
- Knowledge of collection development principles.
- Knowledge of cataloging principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Skill in developing and maintaining effective working relationships.
- Skill in providing quality customer services.

SUPERVISORY CONTROLS

The Learning Resource Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include US copyright law, cataloging standards, American Library Association and Association of College standards, GIL and ILL policies and procedures, software user guides, and college and library policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized librarian duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to provide library services to patrons. Success in this position results in the provision of quality library services to college students, faculty and staff.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, community patrons, vendors, representatives of other libraries, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an ALA accredited university.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.