

WARREN WILSON COLLEGE
Job Description

POSITION TITLE: Instruction & Resource Sharing Librarian

DEPARTMENT: Library

REPORTS TO: Library Director

POSITION SUMMARY:

The Instruction & Resource Sharing Librarian is responsible for providing user education to groups and individuals and for managing the library's resource sharing activities.

This is a twelve-month faculty position.

SPECIFIC RESPONSIBILITIES:

Instruction

1. Coordinates the library's instructional program;
2. Teaches the majority of the library's information literacy sessions;
3. Staffs the reference desk, in rotation with other librarians, including day hours, evening shifts, and weekend shifts.

Resource Sharing

1. Manages all aspects of the library's resource sharing activities;
2. Handles software upgrades, statistical reports, complicated requests, and relationships with resource sharing partners;
3. Maintains required copyright records;
4. In consultation with the library staff, develops policies for resource sharing activities;
5. Participates with the national bibliographic utility (OCLC) and its regional affiliate (SOLINET-Southeastern Library Network);
6. Works with colleagues at the Appalachian College Association (ACA) Shared Catalog to develop effective policies for resource sharing activities, as necessary.

Personnel

Instructs, supervises, and evaluates paraprofessional staff and student crew who perform resource-sharing functions. Supervises other library crew members during evening and weekend reference rotations.

Planning and Program Development.

Works with library colleagues to identify needs, plan programs, monitor budgets, formulate policy, and assess library operations.

Academic Collaboration.

Serves as liaison to specific searches for faculty and to specific departments undergoing Academic Program Review. Assists new faculty in becoming acquainted with library resources and services.

Governance.

Participates as a faculty member on campus committees, attends Staff Forum and Faculty Body meetings, and is an active member of the Warren Wilson College community.

Professional Activities.

Maintains currency in the library profession.

PERFORMANCE ASSESSMENT

Annual performance assessment shall be according to the current "Warren Wilson College Policy on Faculty Evaluation and Contract Renewal" (commonly known as the Green Document).

WORKING CONDITIONS:

Academic Library Environment

QUALIFICATIONS:

Required

MLS degree from an ALA-accredited program;
Demonstrated skills in and enthusiasm for information literacy work with groups and individuals;
Experience with and current knowledge of automated library systems, reference, and resource sharing;
Solid knowledge of resource sharing technologies (OCLC, Clio or equivalent);
Strong organizational, supervisory, and interpersonal skills;
Ability to work collaboratively with colleagues and to establish good working relationships with library patrons and with other libraries.

Preferred

Work experience in an academic library;
Experience with information literacy programming;
Experience with managing a resource sharing operation.

Last updated: June 13, 2008