Position Title: Librarian
Job Description: Library

**Major Responsibilities:** Provides access to library holdings. Interacts with instructors and students to promote effective use of library collection. Provides reference services to Faculty, Staff and Students.

**Specific Duties and Responsibilities:**

1. Reads, understands and complies with the University’s mission, the catalog, the University’s policies and procedures, the Staff Handbook and the institutional effectiveness process.
2. Responds to communications (email, voice-mail) on a daily basis.
3. Reviews and maintains library procedures and policies manual.
4. Participates in the processing of new acquisitions.
5. Trains and supervises all library assistants.
6. Maintains and supervises the Online Public Access Catalog and all publishers catalogues.
7. Provides a reference service for the faculty and students.
8. Provides library orientation and instruction of library skill for the faculty and the students.
9. Collaborates with instructors to integrate and facilitate library usage during library assignments.
10. Ensures proper return of all loaned library materials.
11. Ensures that all library resources are used for college work only.
12. Monitors the usage of library collections with further purpose to weed and delete.
13. Controls circulation of library materials and equipment to students and faculty ensuring adequate access and proper functioning.
14. Reports function problems to appropriate support personnel.
15. Selects materials for the library exhibits.
16. Participates in the self studies and committees conducted by the University.
17. Participates in the University’s Commencement Exercises.
18. Performs other duties as assigned.

Revised: 03/12/15
This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you are interested in applying for this position online, please click on the link below: