NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Acquisitions/Reference Librarian

Department: Learning Resource Center

Job Status: Full Time

Reports To: Director of LRC

Amount of Travel Required: As needed

Grade/Level: Admin/Prof

Positions Supervised: None

Work Schedule: Library hours as assigned by LRC Director

Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:

The Acquisitions/Reference Librarian is a professional position in the Learning Resource Center (LRC) with responsibility for acquiring new library materials according to accepted business practices, LRC collection development policies, and NTCC Business Office procedures and for providing library reference services, specifically but not exclusively during evening and weekend hours of operation. This position also provides interlibrary loan services to library users and participates in college activities.

MAJOR RESPONSIBILITIES:

- Place and track orders for print, nonprint, and electronic library resources with appropriate vendors.
- Prepare purchase orders in accordance with accepted business and college purchasing practices.
- Establish and maintain effective business relationships with vendors.
- Create and update computerized records of LRC budget accounts under the supervision of the Director of the Learning Resource Center.
- Provide interlibrary loan services for faculty, staff, students, and community patrons, including finding requested items through OCLC; maintaining records of requests; copyright compliance; notifying borrowers of the availability of materials upon arrival; requesting extensions of due dates from lending libraries; and packaging and returning books to lending libraries.
- Assist users at the Circulation Desk when other LRC staff are at lunch, on vacation, or absent due to illness.
- Provide reference services for faculty, staff, students, and community members during evening and weekend LRC hours, to include in-depth research assistance, individual and group bibliographic instruction, and orientation.
- Supervise circulation student worker(s) during evening hours and on weekends and during the day in the absence of the Circulation and Media Services Supervisor.
- Assist in selecting new library materials in a variety of formats to expand and update the collection. Assist in collection maintenance throughout the year. With the Librarian and in consultation with the Director, organize summer weeding projects.
- Keep up-to-date in the field of librarianship and continue professional development activities through graduate and post-graduate courses, membership in professional organizations, travel, staff development activities, community service, research, work experience or related activities.
- Actively participate in college and community activities, including but not limited to faculty meetings, graduation, recruitment, and public relations activities.
- Maintain good relations with librarians in regional school, public, and academic libraries.
- Serve on college committees as requested.
- Be familiar with the mission, goals, and objectives of the college.
- Perform other duties as requested by the Director of the Learning Resource Center.
CHARACTERISTICS OF THE POSITION:

This position requires up-to-date professional skills in librarianship including reference interviewing, critical thinking, bibliographic instruction, collection analysis and development, acquisitions, purchasing procedures, budget management, interlibrary loan, and technical knowledge of computer-based resources in terms of using software and troubleshooting hardware. Full-time reference assistance requires original thought and creative skill in determining the true information need, selecting and locating the appropriate resource regardless of its physical location, and instructing the patron in its proper use. The ability to work well with students, faculty, staff, community members, area librarians, and vendors is imperative. The Acquisitions/Reference Librarian has considerable autonomy in daily activities and is encouraged to develop plans for new services in consultation with the Director of the Learning Resource Center.

MINIMUM QUALIFICATIONS:
• Master of Library Science degree or its equivalent from a graduate program accredited by the American Library Association.
• Demonstrated reference and research skills using print, non-print, and computer-based resources.
• Ability to interact well with diverse students, faculty, staff, and community users both in groups and individually.
• Ability to be physically mobile in the assistance of users.
• Working knowledge of the Internet, email, search engines, and commonly used computer hardware and software (e.g., Microsoft Office).

DESIRABLE QUALIFICATIONS:
• Previous experience in library work, preferably in a public service area, acquisitions, or interlibrary loan.
• Working knowledge of purchasing procedures and budget management, preferably in a college or university setting.
• Experience using OCLC WorldCat Resource Sharing.
• Familiarity with the circulation module of a major integrated library system (SirsiDynix preferred).

Signatures:

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Acquisitions/Reference Librarian  Date

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Director of Learning Resource Center  Date

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Executive Vice President for Instruction  Date

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President  Date