NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Reference Librarian

Department: Instruction
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification I-H

Job Status: Full Time
Reports To: Director of LRC
Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

Work Schedule:
11:00 a.m. - 9:00 p.m. Mon-Thurs
1:30 – 5:30 Sunday
Summer hours varied
Or as assigned by the supervisor

PURPOSE
The Acquisitions/Reference Librarian is a professional position in the Learning Resource Center (LRC) with two primary responsibilities: (1) acquiring library materials in accordance with LRC selection policy and accepted college Business Office purchasing practices; and (2) providing library reference services to users during evening and weekend hours of operation. This position also provides interlibrary loan services, assists in collection development, and participates in college activities. Some supervisory duties are required.

Major Responsibilities:

- Verify, place, and track orders for print, non-print, and electronic library materials using a variety of electronic and traditional library tools and sources. The ability to identify appropriate vendors is required.
- Prepare and disburse purchase orders in accordance with accepted college Business Office practices.
- Establish and maintain effective business relationships with vendors.
- Create and update electronic records of LRC budget accounts under the supervision of the Director of the Learning Resource Center.
- Verify and approve student assistants’ timesheets.
- Provide interlibrary loan services for students, faculty, and staff. Such services include, but are not limited to, finding requested items through the OCLC online system; maintaining copyright compliance; notifying users upon receipt of materials; requesting due date extensions from lending libraries; and preparing materials for shipment.
- Provide reference services for students, faculty, staff, and community borrowers during evening and weekend hours of operation, including in-depth research assistance, bibliographic instruction, and orientation.
- Assist in selecting new library materials in a variety of formats to expand and update the collection in accordance with LRC selection policy. Organize and maintain a vertical file of ephemeral materials. Assist in collection maintenance activities (e.g. inventory) throughout the year.
• Create archival copies of videocassettes according to current copyright law.
• Supervise the evening and weekend circulation desk clerk.
• Assist users at the circulation desk as needed.
• Keep current in the field of librarianship and continue professional development activities through such methods as graduate and post-graduate courses, membership in professional organizations, travel, staff development activities, community service, research, work experience, and related activities.
• Actively participate in college and community activities, including but not limited to faculty meetings, graduation, recruitment, and public relations activities.
• Serve on college committees as requested by the President.
• Be familiar with the mission, goals, and objectives of the college.
• Maintain good relations with librarians in regional, secondary, and four-year institutions.
• Perform other duties as requested by the Director of the Learning Resource Center.

POSITION CHARACTERISTICS:

This position requires:

• professional skills in librarianship, including materials budgeting, vendor relations, library purchasing practices, interlibrary loan, reference interviewing, bibliographic instruction, collection development, critical thinking, and public relations.
• The Acquisitions/Reference Librarian works daily with a high degree of autonomy.
• The ability to work well with students, faculty, staff, and members of the community, both individually and in groups, is imperative.

QUALIFICATIONS:

• Master of Library Science degree or equivalent from a graduate program accredited by the American Library Association.
• Experience with purchasing and budget management, preferably in a library setting.
• Working knowledge of professional library materials selection guides.
• Reference and research skills using print, non-print, and electronic resources.
• Physical ability to retrieve and shelve materials, push carts of books, and walk as needed in the assistance of users.
• Ability to work well with students, faculty, staff, and members of the community, both individually and in groups.
• Computer skills with library and productivity software and hardware.
• Previous experience working in a library desirable.
SIGNATURES:

______________________________________   _______________  
Reference Librarian                     Date

______________________________________   _______________  
Director of Learning Resource Center    Date

______________________________________   _______________  
Executive Vice President for Instruction Date

______________________________________   _______________  
President                              Date

Job description developed:  2009
   Reviewed:                           
   Revised:  June 28, 2010, by Diana Hall
   Prepared by: