Saint Michael's College
Job Description

Job Title: Collection and Instruction Librarian/Head of Interlibrary Loan

Department: Library and Information Services

Supervisor or Manager: Associate Director for Collection Services

Date Created: 4/21/2005          Last Revised: 4/21/2005          FLSA Status: E

Approved by (print name)__________________ Signature__________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Inquiries to the department are answered quickly, courteously, and correctly
- The department expenses are managed responsibly in order to stay within the budget
- The operation of the interlibrary loan (ILL) borrowing and lending activities of the library, including the supervision and training of ILL staff and student assistants are managed, supervised, and coordinated effectively
- Copyright compliance is ensured
- Long-term plans for ILL services at Saint Michael's College, including the pursuit of new and innovative technologies for document delivery are developed and continually updated
- Meaningful, helpful instruction sessions are taught at the request of faculty

Essential Duties and Responsibilities:
- Operates and manages the interlibrary loan program
- Prepares statistical, informational, and planning reports by compiling and analyzing data
- Maintains pertinent financial documentation regarding interlibrary loan transactions, document delivery, clearinghouse etc.
- Ensures compliance with state and federal Interlibrary Loan Codes to which the library subscribes as well as compliance with federal copyright laws
- Serves as the Library’s contact person with NELINET (OCLC supplier) and the Vermont Department of Libraries in interlibrary loan matters
- Coordinates electronic requests and the delivery of ILL services when appropriate
- Serves as an instructor in the Library Studies Program teaching the 1 credit, LIS 300/343 course annually
- Supervises and trains ILL staff and student employees
- Provides supervision to public service areas as needed including the reference desk
- Is responsible for designated collection management projects and programs
- Serves as the copyright clearance librarian for requests to broadcast Library audiovisual materials over the campus cable stations and in public (classroom) performances
- Guides students, faculty, and staff to appropriate print and electronic resources including Internet, online databases, and networked resources
- Conducts research consultations with faculty and with students
- Teaches research strategies and information literacy skills to students
- Collaborates with faculty to develop instruction services and course integrated information literacy sessions for students
- Teaches workshops for faculty about collection development
- Develops LIS web pages for liaison subject areas
- Acts as a liaison to faculty (i.e. Education and Psychology)
- Conducts online database searches in consultation with patrons
Participates in appropriate professional development as well as state and regional interlibrary loan activities as appropriate.

Secondary Responsibilities:
- Participates in the library liaison program providing outreach to assigned academic departments/programs
- Instructs students at the request of the faculty
- Is involved with collection development
- Monitors book budget allocations
- Holds individual consultations with faculty and students
- Participates in a rotating schedule for providing reference service at the Reference Desk (assists patrons with research strategies, database searches, selecting resources, documentation, using technology)
- Remains abreast of new developments and trends in the field
- Serves on the LIS special project groups of LIS committees as a member or chair

Positions Supervised:
- Collection Specialist – Interlibrary loan - 1

Position’s Major Contacts:
- SMC campus community (faculty, students, alumni)
- Other ILL departments

Demonstrates Excellence in this Position:
- Excellent interpersonal, written and verbal communication skills
- Remains dedicated and committed to achieving low turnaround times in both borrowing and lending
- Possesses a thorough understanding of the major challenges affecting libraries and interlibrary loans
- Holds a thorough understanding of the use of technology to improve access to interlibrary loan materials and services
- Possesses a thorough understanding of copyright laws as they apply to library collections and interlibrary loans
- Displays excellence in the preparation and presentation of comprehensive, concise, and clear oral and written reports
- Demonstrates a commitment to excellence in teaching, communications, and service to students and faculty
- Thrives in a participatory management environment that emphasizes collaboration and working on teams
- Demonstrates superior leadership skills involving creating a vision for library instruction and IL services
- Enthusiastically develops projects and acts as a leader in order to improve services
- Works diligently and effectively in order to fulfill a commitment to peers and colleagues on committees
- Demonstrates an earnest and sincere interest in acquiring and integrating new skills and knowledge
- Is firmly dedicated to spreading knowledge, using technology as a tool to advance teaching and learning

Education and Work Experience Required:
- Advanced degree
- Experience teaching in diverse settings including formal classrooms and workshops
- Library experience, preferably in an academic library
- Broad knowledge of basic library procedures and systems, including the Library of Congress classification system, WorldCat Resource sharing, database searching, the MARC record, the national interlibrary loan codes and principles of reference service.

Analytic Skills Required:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required.
Language and Literacy Skills Required:
- Reads and interests a wide range of information. May interpret documents to others. Regularly writes reports, and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listen to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills Required:

<table>
<thead>
<tr>
<th>Software</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td>___None ___ working knowledge __<em>intermediate <em>x</em></em> highly proficient</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>__<em>None ___ working knowledge <em>x</em></em> intermediate ___highly proficient</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td><em>x</em> None ___ working knowledge ___intermediate ___highly proficient</td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td>__<em>None <em>x</em></em> working knowledge ___intermediate ___highly proficient</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td>___None ___ working knowledge __<em>intermediate <em>x</em></em> highly proficient</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td><em>x</em> None ___ working knowledge ___intermediate ___highly proficient</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>__<em>None <em>x</em></em> working knowledge ___intermediate ___highly proficient</td>
</tr>
<tr>
<td>Datatel</td>
<td><em>x</em> None ___ working knowledge ___intermediate ___highly proficient</td>
</tr>
<tr>
<td>Internet Research</td>
<td>___None ___ working knowledge __<em>intermediate <em>x</em></em> highly proficient</td>
</tr>
</tbody>
</table>

Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- The flexibility to work irregular hours including nights and weekend hours
- Ability to present formal instruction to small and large groups
- Dedication to professional development
- Emphasis on working collaboratively across campus
- Ability and desire to interact effectively and professionally with students, faculty, staff, and the wider community
- Ability to work effectively and at ease with a diverse clientele in a collegial atmosphere
- Ability to be independent, working as a self-learner
- Is self-motivated and able to continuously acquire and integrate new skills and knowledge
- Ensure that floors are cleaned and polished
- Attendance at conferences and training programs may require overnight travel

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.