Job Description

**TITLE:** Instructor, Science& EngineeringReference Librarian **DATE:** March 2019

**DEPARTMENT:** Raymond H. Fogler Library **REPORTS TO:** Head of Reference

**POSITION TYPE:** Ongoing, Base Budget

**PURPOSE OF POSITION:**

To support the instructional, research, scholarship, creative activity, and public service missions of the University of Maine by providing information literacy instruction and design assistance, reference service, research assistance, and collection development. To participate in fostering learner success, to assist with creating and innovating for Maine and beyond, and to help grow and steward partnerships.

**ESSENTIAL FUNCTIONS:**

# Reference Services

Process:

1. Primary library resource for engineering, engineering technology, and other areas as assigned.
2. Provides Reference services on all subjects at all service points (in-person Desk, chat, text, email, phone); may be assigned up to 15 hours per week at the Information Commons Help Desk; assigned hours will include Sunday and evening hours.
3. Assists users in evaluating information and materials and developing appropriate search strategies.
4. Responsible for identifying and interpreting user needs.
5. Responsible for appropriate referrals.
6. Assists in developing responsive outreach

Quality:

Information provided is accurate and timely. Service provided is professional and appropriate.

# Information Literacy

Process:

1. Instructs library users to efficiently and effectively find and use information and materials available through Fogler Library and elsewhere.
2. Instructs for-credit courses, as assigned, in person or online.
3. Leads information literacy sessions for classes at faculty request in assigned discipline areas, and as assigned.
4. Assists faculty in assigned discipline areas in designing information literacy curriculum and assignments, upon request.
5. Creates and revises subject, course, and resource web-based guides, videos, and tutorials.

Quality:

Successful information literacy support is evident for all assigned discipline areas. Assigned information literacy tasks are completed accurately and in a timely fashion.

# Subject Liaison Duties

Process:

1. Maintains contact with the faculty in engineering, engineering technology and other assigned discipline areas.
2. Works to address the information needs for faculty’s research and teaching.
3. Liaisons with faculty and staff concerning future academic directions, programmatic needs, and changes in course offerings that may impact how the Library supports the department/program.
4. Recognizes, and supports, as possible, the information needs for graduate students’ research and teaching.
5. Provides consultation services for faculty and all students in assigned discipline areas.

Quality:

Faculty in assigned disciplines recognize and utilize library services. Individual and small group research consultations are scheduled.

# Student/Community Engagement Work

Process:

1. Works to create events open to the University Community related to the use of information.
2. Works closely with a team of librarians on designing library orientation programs, library workshops, assessment and other Information Literacy activities
3. Works with other librarians to maintain the Maine Business, Science and Technology web suite

Quality:

Actively works to organize and/or offer events open to the University community, and/or the public. Maintains appropriate web pages in the Maine Business, Science and Technology web suite.

# Collection Development

Process:

1. Evaluates the areas of engineering, engineering technology, and other assigned subject areas of the Reference collection on a continual basis.
2. Recommends materials to the Reference & Information Literacy Department Head in all formats for the Reference Collection in engineering, engineering technology, and other assigned discipline areas.
3. Recommends materials related to faculty research and curriculum needs in all formats to the Head of Collections for the general collection related to engineering, forestry and other assigned discipline areas.

4. Deselects materials for all assigned areas in the Reference Collection.

1. Assists in preparing collection analyses.

Quality:

Reference and general collection meets the research and curriculum needs of the faculty and students.

**Participates in maintaining a safe, welcoming and productive environment for fellow staff and library users.**  
   
**Contributes a positive, creative, and energetic force to the work; demonstrates skills in collaboration especially working with staff members whose interests and needs differ.**

**Other reasonable related duties, including work on Library, University, and state-wide committees.**

**MARGINAL FUNCTIONS:**

There are no marginal functions.

**KNOWLEDGE AND SKILLS QUALIFICATIONS:**

Master’s degree in library science from a school accredited by the American Library Association is required. Reference experience at an academic level is required, with subject experience with engineering materials preferred. Evidence of information literacy instruction experience required. Experience creating web guides and/or tutorials required. Must have a clear understanding of the information needs of the members of a university community, as well as excellent oral and written communication skills. Collection development experience is preferred.

**SUPERVISORY RESPONSIBILITIES:**

None

**WORK ENVIRONMENT/DYNAMICS:**

Work environment is similar to most academic library settings in that it is responsive to the information requirements of the faculty, staff, and students and, as such, is strongly a public service position that is expected to be available to interact with all constituents. The position will be affected by rapid changes in information technology and by changes in pedagogy. This employee will be expected to help monitor these changes and assist in adjusting services accordingly.

**WORK SCHEDULE:**

40 hours per week including weekend and evening hours, however work beyond this may be necessary to complete the requirements of the position.

**WORK YEAR:**

Fiscal year appointment.

**SCHEDULE FOR EVALUATION:**

According to guidelines.