

**Job Title:** Public Services Librarian

**Department:** Library

**Person Completing Form:** Susan Wilson/Kathy Fair

**Phone:** x239

**Brief Narrative Description of the Job:**

Provide leadership and vision in planning and delivering reference services responsive to the needs of the college community and changing technology. Responsible for providing both traditional and electronic Reference and Bibliographic Instruction. Responsible for Interlibrary Loans. Develop reference aids for various subject areas. Serve in regular reference rotation including nights and weekends. Participate in Collection Development. Work as a liaison to faculty to promote library services. Participate in developing library policy and procedure.

**Essential Functions of the Job:**

**Reference:** Assist patrons in the selection and use of library materials critical to their information needs. Provide information resources through both traditional and electronic means. Evaluate Reference collection for missing or outdated information resources. Assist students with computers, copiers, microform reader/printers, and other library equipment.

**Bibliographic Instruction:** Instruct library patrons in the use of information resources located in the library. Conduct classes in cooperation with academic departments. Develop classes to focus on information literacy rather than only specific resources. Design and develop information resources for various subject areas to be published on the library's web page.

**Collection Development:** Serve as liaison to assigned academic departments. Work closely with representatives and other faculty members to develop the library's collection in those subject areas.

**Interlibrary Loan:** Responsible for the expeditious processing of Interlibrary Loan requests from students, faculty and staff as well as providing materials to requesting libraries. .

**Distance Education:** Provide instruction and reference services for Distance Education students. Assist students who are unable to get to the Kilgore campus in getting needed materials in a timely manner.

**Special Collections:** Responsible for the organization and basic oversight of the Texana, John Hill, and other special collections.

**Other Responsibilities:** Provide circulation services as needed. Must be flexible in regards to scheduling. Required to work nights and/or weekends in rotation with other library staff. Collect and provide library statistics. Create and maintain detailed policy and procedures. Participate in various projects as assigned. Serves on Library and College committees as appointed. Participates in professional development activities as evidenced through membership and activity in local, state, or national library organizations.

***This job description describes the nature and level of assignments normally given this type of position. It is not conclusive and is subject to change. Other duties may be assigned both permanently and temporarily.***

**Supervisory Responsibilities:**

- 0 Full Time Direct Reports
- 0 Part Time Direct Reports

**Education, Skill, and Physical Requirements:**

Masters in Library Science from an accredited library school.

Understanding of library operations and procedures.

High level of computer literacy with knowledge of Windows, word processing and spreadsheets, e-mail. Able to search library databases and Internet to find appropriate resources. Knowledge of and ability to use various modules of library automation system. Willingness and ability to upgrade technical skills.

Ability to give attention to detail and perform job requirements with a high degree of accuracy. Strong analytical, problem solving and organizational skills.

Excellent oral and written communication skills.

Must possess good human relations skills in working with both library staff and patrons.

Ability to work independently, yet function cooperatively within a team environment.