

Internal Title:	Resident Librarian		
Division:	Academic Affairs	Department:	Albert S. Cook Library
Supervisor:	Sara Arnold-Garza	Date revised:	1/2019
Employee:		Employee ID:	

HR Use Only:	Classification:	SAP:	Position #:
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POSITION DETAILS

Purpose of the Position:
 This three-year Library Residency program is designed to provide an early-career librarian from an underrepresented group the opportunity for rapid professional growth while bringing new perspectives and fresh ideas to Towson University Libraries. The first two years of the program will be dedicated to orientation to the profession of academic librarianship and development of projects and experience in departments throughout the library including Research and Instruction, Content Management, Special Collections & University Archives, Library Information Technology, Library Advancement and Assessment, and Access Services. In the final year of the program the Resident will specialize in their chosen area(s) and work on a capstone project suited to their professional interests and to the needs of the library. A goal of this project is for the Resident, working independently or with a mentor, to develop, complete, and report research or creative work at a conference or as a publication. The Resident will serve on library and university committees and participate in professional organizations. The Resident Librarian will benefit from formal and informal mentorship, funding and encouragement of professional development, and a focus on career planning. Towson University Libraries Residency program is part of the Association of College and Research Libraries (ACRL) Diversity Alliance.

List Job Duty/Responsibility in order of importance	% of time (ex: 4 hours/day = 50%)	Check if a "Sustainable" function (required duty even when leave is granted)
<p>a. Library Departments/Capstone Project Development</p> <p>Access Services Support circulation services and functions including maintaining print and digital reserves and participating in stacks maintenance; assist users in accessing material at Cook Library, from other USMAI schools, and through interlibrary loan; use library policy and best practices to make decisions regarding fines, lost items, or other borrower issues; process interlibrary loan requests; perform both borrowing and lending interlibrary loan duties in a quick, efficient and courteous manner, utilizing appropriate library databases, the internet, and interlibrary loan software. Special focus on difficult to locate items and/or difficult citations; implement and follow effective work flow routines that recognize the priorities of the Access Services Department to serve our patrons in an efficient and timely manner; create or revise access services policies and procedures by researching best practices and gathering input from access services staff; supervise and mentor student employees.</p> <p>Content Management Select and edit cataloging records for print and non-print materials in a variety of formats; add records to the ILS using accepted library standards and procedures; perform original and complex cataloging as necessary; assign subject headings, LC classification numbers and authority headings according to guidelines established by the University System of Maryland consortium; review licenses for databases and other e-resources; troubleshoot and resolve access problems; participate in the management and maintenance of e-resources, including setting up access for e-journals and online databases; compile e-resource usage statistics; work with members of the department to assess the collection, including making decisions for withdrawal and additions; work on special project, based on talents, interests, and needs of the department.</p> <p>Library Information Technology Investigate, develop, and implement library information technology for web based discovery and resource sharing tools; research and implement technology solutions to support faculty and student research, resource access, and librarian led information literacy instruction; support, maintain, and extend the hardware and software used in public, classroom, and staff settings; provide technology training for library employees and university faculty.</p> <p>Library Advancement and Assessment Assist with the assessment of library initiatives focused on student engagement and academic success; collaborate with campus divisions and community organizations to implement outreach programs focused on diverse populations; design and implement library communications campaigns to reach diverse populations and foster student engagement.</p> <p>Research and Instruction</p>	75%	<input type="checkbox"/>

<p>Assist and instruct students, faculty, staff, and other members of the university community on how to select, locate, access, use, and analyze resources using accepted principles of information literacy; plan, develop, provide, and assess course integrated and stand-alone library instruction sessions for individuals and for university classes in collaboration with research and instruction librarians; meet with faculty to plan and develop classes, assignments, and activities for course- integrated library instruction; participate in developing and implementing strategies for assessing student learning outcomes in library instruction sessions as a part of the library's information literacy program; develop and assist with creation of instructional learning objects, including web-based guides and tutorials, using innovative technologies; share in-person and virtual reference responsibilities with other professionals, including evening and weekend rotations as needed; provide library research support to faculty, staff, students and members of the community.</p> <p>Special Collections & University Archives Digitize archival and special collections material or receive and process born-digital files; create descriptive metadata for digitized or born-digital materials and upload them to the digital collections database; participate in or lead the creation of physical or virtual exhibits of archival and special collections material, including selection of material centered on a theme, conducting background research, and writing and printing exhibit labels and narrative; respond to requests for information received and aid researchers in the use of archival and special collections material. May conduct primary source instruction sessions; participate in planning and implementation of departmental outreach efforts through social media, creative exhibits and presentations, or other venues as appropriate.</p>		
<p>b. Scholarly Research, Publications, and Presentations</p> <p>Develop, complete, and report research or creative work in an area of specialization at a professional conference or in a professional journal during the final year of the residency program. Participate in the work of relevant professional associations Contribute to local, state, and regional library initiatives. Demonstrate commitment to continual professional development.</p>	15%	<input type="checkbox"/>
<p>c. Library and University Service</p> <p>Participate in and contribute to outreach, marketing, assessment, diversity, curricular, and other library and university initiatives. Participate in and contribute to department, library and university activities. Serve on library, university, and University System of Maryland committees related to areas of responsibilities.</p>	10%	<input type="checkbox"/>
d.		<input type="checkbox"/>
e.		<input type="checkbox"/>
f.		<input type="checkbox"/>
g.		<input type="checkbox"/>
h.		<input type="checkbox"/>

SUPERVISORY RESPONSIBILITIES *excluding students			
Are there supervisory responsibilities, including hiring/firing authority, conducting performance evaluations, and approving timesheets? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, list the position titles below that will report to this position (excluding students).			
MINIMUM REQUIREMENTS			

Completion of this section will be reviewed and confirmed by OHR. Minimum requirements for non-exempt positions are designated by the USM Job Specification. Minimum requirements for exempt positions will be reviewed in accordance with OHR practices.

Education Requirements	Work Experience Requirements
<input type="checkbox"/> High School diploma or equivalent <input type="checkbox"/> Associate's degree/vocational training <input type="checkbox"/> Bachelor's degree <input checked="" type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate degree <input type="checkbox"/> Professional license (list):	Type of Work Experience: <input checked="" type="checkbox"/> None <input type="checkbox"/> One year <input type="checkbox"/> Two years <input type="checkbox"/> Three years <input type="checkbox"/> Four years <input type="checkbox"/> Five or more years; specify:

Special Certification Required? Yes No If yes, list type:

Required Knowledge, Skills, and Abilities for the position:

- Commitment to developing a career in academic librarianship; knowledge of issues and developments in academic libraries.
- Demonstrated interest or experience in diversity and inclusion initiatives.
- Strong commitment to supporting the academic and research needs of students, faculty and staff.
- Basic familiarity with current practices and technology in library instruction, technical services, and special collections.
- Proficiency in the use of electronic databases, research and reference materials; experience with automated library systems.
- Demonstrated interest in scholarship and commitment to professional growth.
- Strong, positive interpersonal and collaborative skills; ability to work in a team environment.
- Excellent oral, written and interpersonal communication skills.
- Demonstrated initiative and ability to work independently and collaboratively on a variety of projects simultaneously.
- Demonstrated excellent organizational, analytical, time management and project management skills.
- Ability to work flexibly and creatively in a changing and fast paced environment with a diverse population.

Preferences (including additional education, work experience, knowledge, skills, and abilities)

- This position is designed for an early career librarian who earned the master's degree (MLS, MLIS) within the past 18 months.
- Additional Master's degree in an academic discipline offered at Towson University desirable.

ADDITIONAL INFORMATION

Specialized software utilized (outside of Microsoft Office and Internet):	Online research databases, specialized library applications, integrated library systems, web authoring tools, and social media applications and others as appropriate.
Specialized machinery/equipment utilized:	Computer and office equipment including but not limited to personal computer, scanner, fax machine, copy machine, printer, and hand held devices.
Typical decisions made by this position:	Determine scope of library instruction, develop lesson plans, and create educational materials. Provide research advice to students, faculty, staff, and other library users. Utilize triage approach in assisting multiple users, and in addressing multiple competing technology requests or issues. Select materials to be purchased for library collection. Select correct bibliographic records and appropriate subject headings for print and digital materials. Decide how to arrange, describe, preserve, digitize and exhibit archives and special collections materials. Research and develop implementation plans for solutions to address existing issues with, or capitalize on new opportunities to improve, library services and staff workflows. Determine when and how to enforce library policy. Select customizations to existing hardware and software systems to optimize user experience.
Consequences of serious performance errors to the university:	Poor performance in information literacy instruction and reference/research assistance could affect student learning outcomes. Poor decision-making in the area of collection development could affect the quality of library resources. Poor performance in cataloging and classification may make materials inaccessible or difficult to find. Poor performance in working with archival and special collections materials could affect access or condition of materials. Poor performance in support of information technology could degrade library user experience. Poor performance in communication and outreach activities could result in withdrawn support. Poor performance in access services could limit patron access to materials.
Internal and external contacts:	TU students, faculty, staff, administrators, alumni, potential donors and members of the community. Librarians and staff from the USMAI (University System of Maryland and Affiliated Institutions) library consortium.

	Librarians and staff from professional library organizations such as Maryland Library Association, Association of College and Research Libraries, and American Library Association.
Physical demands of the position:	Light work. Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions. Close visual acuity. Subject to inside environmental conditions.
Special hours of work required:	Some weekend and evening work is required.
Additional comments:	This is a three-year position with non-permanent faculty status. Residents may apply for any other available positions after their residency.

REQUIRED SIGNATURES (employee is required to sign within two weeks of appointment)

Employee

I acknowledge receipt of the job duties and requirements as specified above.

Date

Supervisor/Manager

Date