

## COLLIN COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

**TITLE:** Reference Librarian

**DIVISION:** Provost

**DEPARTMENT:** Learning Resource Center (LRC)

**SECURITY SENSITIVE:** Yes

**JOB TITLE CODE:** 5000

**FLSA STATUS:** Exempt

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**FUNCTION:** Perform all professional library functions in the Learning Resource Center. Direct users to materials to support their reference needs. Serve as liaison between LRC and teaching faculty on matters of curriculum support through collection development and bibliographic instruction.

**REPORTS TO:** Executive Director of LRC

**SUPERVISES:** Part-time Reference Librarian(s)

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## MAJOR RESPONSIBILITIES

### Essential Job Functions:

- 1) Explain and assist in the use of reference sources, books, periodical indexes, Internet, and online databases to locate information. Demonstrate the procedures for searching catalog files when necessary.

- 2) Serve as liaison between the LRC and teaching faculty on matters of curriculum support through collection developments and bibliographic instruction. Assist teaching faculty in the design of library assignments.
- 3) Assist in the selection and collection development of reference and circulating materials, including books, periodicals, audio tapes, videotapes, DVDs, software, and other electronic materials. Track expenditures for assigned collection areas and meet collection budget targets.
- 4) Schedule and conduct bibliographic instruction and library orientation tours for faculty, staff, students and community patrons. Develop worksheets to support and reinforce library tour activities.
- 5) Assemble and arrange displays of books and other library materials.
- 6) At the request of faculty members or for library instruction, develop lists of library materials according to curriculum subject or research interests.
- 7) Assist in the development of operations guidelines and policies and procedures for Library Services.
- 8) Answer correspondence and email on special reference subjects. Furnish information on library activities, facilities, rules and services. Answer reference questions from community, student, faculty and staff.
- 9) May assist with the interviewing, and hiring of part-time and full-time staff for Library Services. Train part-time reference librarian(s).
- 10) Develop and deliver a range of traditional and innovative library services. Develop web-based resources.

### **Marginal Job Functions:**

Troubleshoot minor computer problems encountered by customers.

Travel between campuses to attend staff meetings, program development sessions, seminars, conferences, etc.

Assist with the functions of the periodicals and circulation units including shelving of periodicals or books, assisting users with the reprographic machines.

## MINIMUM QUALIFICATIONS

### **Knowledge, Skills and Abilities:**

Ability to push, pull, lift or carry up to 30 pounds.

Ability to stand, stoop, bend, or kneel to locate books or information being requested by patrons, staff or faculty.

Ability to work in conditions containing dust.

Ability to explain and assist patrons in the use of reference sources, such as card or book catalog, book and periodical indexes, internet resources, and online databases to locate information.

Ability to demonstrate procedures for searching catalog files.

Ability to search catalog files and shelves to locate information, issue and receive materials for circulation or for use in library.

Oral and written skills to answer correspondence or emails on special reference subjects etc.

Ability to interview, select, train, supervise and evaluate employees.

Ability to assist teaching faculty in the design of library assignments.

Ability to apply principles of adult learning theory to library instruction.

Ability to develop work schedule for part-time employees assigned to reference area.

Ability to develop list of library materials according to curriculum subject or research

interests.

Ability to furnish information on library activities, facilities, rules and services.

Ability to create and design displays for LRC display cases.

Knowledge of LC Subject Headings and classification system.

Knowledge of collection development.

Knowledge of printed and electronic bibliographic reference and other sources.

Knowledge of Interlibrary Loan procedures and principles.

Ability to make timely decision appropriate to the situation, circumstances, and facts at hand.

Ability to identify opportunities to improve present programs and/or projects.

Ability to perform all the essential functions of this job.

### **Education and Experience:**

**Education:** Master's Degree in Library Science, or Library and Information Science from a regionally accredited American Library Association institution.

**Experience:** Three (3) years of experience in an academic, public, or private or special library to include one year of supervision. Internet experience is required. General principles of adult learning and educational technology are desired. Oral and written communication skills with the ability to communicate with patrons, students, staff, faculty, and the general public in a courteous and professional manner. A second masters degree may substitute for two years experience.

### **Licenses/Certificates:**

N/A

*NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.*

*Employees of CCCCDC are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.*

*Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.*

*Employees must abide by all laws, college policies and guidelines.*

*Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.*