

# LIBRARIAN JOB & INTERNSHIP DESCRIPTIONS

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## Librarian – Higher Education

The librarian is responsible for the overall management of the school library, library staff, and library collection to ensure access to the physical collection and information resources. The librarian is also responsible for managing, troubleshooting, and developing campus technology, including desktop and laptop computers; printers and copiers; the local internet network; and the university websites. The librarian must hold a master's degree in library and information science from a recognized accredited institution. The librarian reports to the Academic Dean. The positions' duties include, but are not limited to, the following:

- 1) Assists patrons in the use of print materials, audio-visual equipment and internet technologies by answering questions, and providing assistance when needed. When appropriate, the librarian may provide assistance to students having problems with their computers.
- 2) The librarian is able to utilize information management and research skills in fields beyond libraries; such as database development, reference tool development, publishing, internet coordination, marketing, web content management, web design and finally training of the resource users.
- 3) Trains and supervises library assistant and work study students.
- 4) Develops and maintains library and office hours to facilitate efficient student and staff research needs.
- 5) Provides research assistance to faculty and students as needed and as time allows.
- 6) Sends out overdue notices, collects fines and fees associated with the library, examples of these fees include: Late Fees, Damaged book fees, printing and copying fees.
- 7) Actively develops the collection with a specific development goal in mind. Culls out of date scientific books and books designed for casual reading. Acquires books, journals, database access appropriate to supporting the educational goals of the school.
- 8) Catalogs and inventories all materials as they come into the library. Ensure that all cataloged materials are correctly labeled before circulation.
- 9) Preserve all new softcover materials or oversee the lamination of it by a work study student.
- 10) Develop and implement new library policies and procedures as warranted.
- 11) Inventory all school equipment and books once a year.
- 12) Create, implement, and monitor programs that will encourage students and faculty to make greater use of the library for their studies and independent research.

### *Basic Qualifications:*

- Master of Library and Information Science or comparable degree (M.I.S, M.L.S, or M.L.I.S. )
- Ability to work well as part of a team in a fast-paced setting
- Experience with Microsoft Office and Adobe Creative Suite
- Proficiency with website management, Wordpress, and HTML
- Professional references available upon request

*Preferred Qualifications:*

- Experience preparing for accreditation site visits.
  - Knowledge of cataloging standards for special medical collections
  - Experience with marketing and advertising
  - Experience digital design; photography; video and sound editing; computer repair; and network troubleshooting
  - Experience teaching and collaborating with faculty
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**Librarian Internship – Non-Profit**

The library recently adopted a new collections management system, Collective Access. The Library Collections Intern will be responsible for standardizing legacy library records in the database. This project will facilitate better organization and identification of items in the collection, particularly as the library prepares to transition the collection into a new library space in 2017.

*Essential Duties:*

Checking existent library records for accuracy  
Adding Library of Congress Subject Headings, Getty vocabularies, call numbers, and images to library records  
Creating intellectual relationships between library, artwork, and archival records  
Applying call number labels and barcodes to library items  
Shifting, shelving, and relocating materials as needed  
Responding to reference requests from museum staff  
Other duties as assigned

*Required Qualifications:*

Current or recent graduate student in library, archives, and/or information science  
Coursework in descriptive cataloging, bibliographic control, classification, and/or information organization  
Proficiency with PC and Mac computers  
Proficiency in Microsoft Office  
Proficiency with integrated library systems and database management systems  
Knowledge of metadata standards such as MARC, RDA, AACR2, and of Getty and Library of Congress Thesauri  
Ability to lift a minimum of 30 pounds  
Preferred Qualifications:

Ability to take direction and to work independently  
Experience in a library, special collections, museum, or non-profit cultural organization  
Familiarity or experience with Collective Access

Interest in humanities, art and art history and/or undergraduate degree in art history or a related field

Excellent organizational and analytical skills

Strong attention to detail

Effective verbal and written skills