

Access Services Librarian

This position is: OPEN

Job Number: 748 Posted: 10/4/2022 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

This position is ideally suited to a highly organized, detail-oriented, tech-savvy librarian eager to expand their skills in reference and research, supervision, administration and teaching. The Access Services Librarian manages all access service operations, the interlibrary loan service and general stacks management.

Responsibilities

Position Responsibilities

- Responsible for the day-to-day library operations and coordination of the library, including staffing of both Circulation and Information desks and supervising staff and student workers for those areas
- Manage course reserves area
- Hire, train, evaluate and schedule student workers who work at the Circulation and Information desks
- Oversee and manage interlibrary loan functions: train staff who assist with resource sharing services., both lending and borrowing of materials. Comply with national standards, including copyright laws and appropriate format for fulfilling requests.
- Prepare reports; compile and maintain statistics in areas of oversight on various measures of the library use.
- Determine, implement and review circulation policies and procedures. Communicate policies to students, faculty and other library patrons. Solve borrower related issues. Manage overdues and fines for materials. Communicate with local and consortium libraries with reciprocal access.
- Provide expertise and training in use of TLC Library Solutions integrated library system
- Manage electronic patron files. Supervise the creation, maintenance and general management of patron records. Resolve problems. Maintain contact with university offices regarding status of students, faculty and staff.
- Direct stack management functions and maintenance. Train and assign staff and student workers in shelving materials.
- Teach information literacy in a classroom and online setting (via Zoom)
- Assist faculty and students with research via in-person consultations, phone, Zoom or email.
- Embodies values of caring and compassion, justice and integrity, competence and affirmation.
- Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.

Qualifications

- ALA-accredited Master's Degree in Library/Information Science required
- A minimum 2 years post-masters academic library experience required
- Strong customer service orientation
- Excellent oral and written communication skills
- Outstanding organizational skills
- A demonstrated ability to lead and inspire a team
- Experience in access services
- Ability to effectively adapt to and use new technologies and software

Preferred Qualifications

- Familiarity with TLC Library.Solution or similar integrated library system
- Supervisory experience with a larger group of student workers
- Experience with public service area of academic libraries, including workflows of circulation, reserves and interlibrary loan services
Familiar with database research tools, MS Office, Springshare products and other library software
- Teaching experience in academic environment
- Ability to work collaboratively and independently

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.