

Electronic Resources Librarian

Posting Details

Position Information

Job Title	Electronic Resources Librarian
FLSA Status	Exempt
Posted Salary Range	Commensurate with Experience
Employment Status	Full Time
Department	University Libraries
Minimum Qualifications	Master's Degree in Library and/or Information Science from an ALA accredited school.

Purpose of Job

The principal purpose of the job is to provide a high quality, user-focused electronic resources technical support service to all users according to their needs. To ensure the full exploitation of the Library's electronic resources by effective management of their delivery and maximization of on-site and remote access.

Scope of Responsibilities

Coordinates all activities related to the library's automated system and access to all electronic resources. Works closely with staff to manage library software training for library employees. Represents Alcorn State University Libraries with selected system software vendor for applications and software upgrades and at user group meetings. Coordinates automation activities in each of the library's service areas: Technical Services and Public Services. Works closely with the Center for Information Technology Services (CITS) staff to solve technical problems and recommend solutions to library management. Serves as a liaison to the University Web Page Committee. Provides professional reference services at the Reference Desk and Instructional Media Center. This position reports to the Dean of University Libraries.

Essential Job Functions

- Manages all electronic resources processes (CD ROM, web access, electronic journal access, library OPAC, and e-books) that provide services in the library.
- Acts as communication conduit to CITS, recording and following through on all problems reported.
- Manages staff users in library automation system, sets up user parameters within the software, maintain documentation on all library parameters, institutes security policies and procedures.
- Works with library electronic resources vendors to make selected databases available to users and maintains records of use.
- Manages all general training on the library information system and serves as backup for all library departmental training functions.
- Coordinate software upgrades from ILS vendor, tests software and trains staff on changes in software procedures.
- Provides statistical reports on a monthly, semi-annual and annual basis.
- Trains and oversees the Library Computer Lab in order to facilitate the work for both patrons and staff.
- Operates microcomputers and printers within WAN-LAN network environment with Microsoft Office 97/2000/XP.
- Systems Administrator responsible for library automation system software, 3M Self-Check machines, bar code readers, receipt printers, subnet servers, and third-party software.
- Works with FTP and Telnet software, web software (Dream Weaver).

- Works within web environment to facilitate connection with vendors and electronic databases.
- Teach general or discipline-specific instructional sessions.
- Teach regular instruction in the form of orientation that is provided to all first year students through UL101-University Life in addition to GC102-Survival Skills.
- Teach scheduled classes that require more in-depth instruction to selected research and method courses within the academic schools.

Qualifications

This is a tenure track position.

- Master's Degree in Library and/or Information Science from an ALA accredited school.
- Must have a minimum of 2 years of experience providing library instruction.
- Must have demonstrated experience using current educational technologies and multimedia tools to deliver or enhance teaching, learning, and/or user services in both physical and online environments.

Licensing and Certifications

N/A

Knowledge Skills and Abilities

- Relates and applies expert knowledge of contemporary library theory, practices, methods, trends.
- Communicates effectively to patrons and co-workers both orally and written.
- Knowledge of computer hardware and peripherals preferred.
- Ability to work in a team-based office structure required.
- Prepares written and oral reports including conclusions and recommendations.
- Operate microfiche/film reader printers, copy machines, VCR.
- Use MS Word, MS Outlook, Internet/World Wide Web, daily
- Experience with Windows 95-2000, MS Office software in course of daily work activity.
- Accurate keyboarding skills are required.
- Microsoft Office 97: Word, Excel, Access required.
- Knowledge of computer hardware and peripherals required.
- Knowledge of the contemporary principles and practices of library instruction, reference services, and professional standards.
- Knowledge of emerging trends and best practices in academic librarianship, instructional design, and outcomes-based assessment practices.
- Evidence of potential to maintain an ongoing program of scholarship at a level that would merit tenure and promotion.

EEO / ADA Statement

Alcorn State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other factors prohibited by law in any of its educational programs, activities, services, admissions, or employment practices.

Physical Requirements

Work in noisy (above 85 decibels) areas	No
Sedentary Work - Exerting 10 pounds	Frequently
Light Work - Exerting up to 20 pounds	Frequently
Medium Work - Exerting 20-50 pounds	Not Required
Heavy Work - Exerting 50-100 pounds	Not Required
Very Heavy Work - Exerting in excess of 100 pounds	Not Required

Travel Occasionally
Extended Work Hours Occasionally

Posting Detail Information

Posting Number

Number of Vacancies 1

Location Lorman

Position End Date (if temporary)

Open Date 08/18/2016

Close Date

Open Until Filled Yes

EEO Statement

Advertising Summary

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts
4. Letter of Recommendation (Professional)
5. Letter of Recommendation (Personal)
6. Letter of Recommendation (Professional or Personal)

Optional Documents

None

Acquisitions Librarian

Posting Details

Position Information

Job Title	Acquisitions Librarian
FLSA Status	Exempt
Posted Salary Range	Commensurate with Experience
Employment Status	Full Time
Department	University Libraries

Minimum Qualifications Master's Degree in Library and/or Information Science from an ALA accredited school.

Purpose of Job The principal purpose of the Acquisitions Librarian is to select and recommend titles for purchasing materials to the academic needs of the library users. This position is also responsible for acting as head of Technical Services.

Scope of Responsibilities Acquisitions Librarian must oversee all activities in the Acquisitions Department to plan and coordinate collection development in collaboration with university faculty; evaluate and analyze all library collections; cooperate as a team member in performing any professional or non-professional duties essential to the achievement of efficient library operations.

Essential Job Functions Acquisitions Librarian must:

- Supervise and train several staff members and student assistants.
- Contact vendors, placing/receiving orders and creating bibliographic records for orders.
- Works closely with Dean to coordinate and manage the library's acquisitions budget.
- Works closely with librarians with acquisitions of materials to support the University curriculum.
- Serves as a consultant for faculty and staff in the acquisitions of departmental resources.
- Prepares monthly, semi-annual and annual statistical and narrative reports for Acquisitions Department.
- Teach general or discipline-specific instructional sessions.
- Teach regular instruction in the form of orientation that is provided to all first year students through UL101-University Life in addition to GC102-Survival Skills.
- Teach scheduled classes that require more in-depth instruction to selected research and method courses within the academic schools.

Qualifications This is a tenure track position.

- Must hold a Master's Degree in Library and/or Information Science from an ALA accredited school.
- Must have a minimum of 2 years of experience providing library instruction.
- Must have demonstrated experience using current educational technologies and multimedia tools to deliver or enhance teaching, learning, and/or user services in both physical and online environments.

Licensing and Certifications N/A

Knowledge Skills and Abilities

- Must maintain a functional knowledge of University and State purchasing and accounting regulations, particularly in regard to the acquisitions of library resources.
- Knowledge of library policies and procedures.
- Professional library experience in the field of Library and Information Science.
- Knowledge of the contemporary principles and practices of library instruction, reference services, and professional standards.
- Knowledge of emerging trends and best practices in academic librarianship, instructional design, and outcomes-based assessment practices.
- Evidence of potential to maintain an ongoing program of scholarship at a level that would merit tenure and promotion.

EEO / ADA Statement**Physical Requirements**

Work in noisy (above 85 decibels) areas	No
Sedentary Work - Exerting 10 pounds	Frequently
Light Work - Exerting up to 20 pounds	Frequently
Medium Work - Exerting 20-50 pounds	Not Required
Heavy Work - Exerting 50-100 pounds	Not Required
Very Heavy Work - Exerting in excess of 100 pounds	Not Required
Travel	Occasionally
Extended Work Hours	Occasionally

Posting Detail Information**Posting Number**

Number of Vacancies	1
Location	Lorman
Position End Date (if temporary)	
Open Date	08/18/2016
Close Date	
Open Until Filled	Yes

EEO Statement**Advertising Summary****Supplemental Questions**

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts
4. Letter of Recommendation (Professional)
5. Letter of Recommendation (Personal)
6. Letter of Recommendation (Professional or Personal)

Optional Documents

None

Catalog Librarian

Posting Details

Position Information

Job Title	Catalog Librarian
FLSA Status	Exempt
Posted Salary Range	Commensurate with Experience
Employment Status	Full Time
Department	University Libraries
Minimum Qualifications	Master's Degree in Library and/or Information Science from an ALA accredited school.

Purpose of Job

The principal purpose of the Catalog Librarian is to create coherent catalog records of the library resources, which enable users to access information resources in a variety of formats. This position will be responsible for the organization and maintenance of the library and its collections.

Scope of Responsibilities

Catalog Librarian must perform original and complex copy cataloging using OCLC and Ex Libris Voyager Systems, coordinate and supervise all cataloging functions in an automated environment using AACR2, L.C. Subject Headings, Dewey Classification, MARC formats, and carry out related authority work. Assist with special projects as needed. Serve as bibliographer/liaison with one or more academic departments.

Essential Job Functions

Catalog Librarian must:

- Supervise and train cataloging staff and student assistants.
- Oversee the download of hundreds of bibliographic records daily and create holdings and item records to access to publications.
- Oversee the cataloging of documents and adhere to the standard policies and procedures used for cataloging.
- Ensure the accuracy and consistency of information in the Online Public Access Catalog (OPAC).
- Proofread all newly acquired cataloged and physically processed materials.
- Submit to the Dean and Director of Technical Services on a timely basis all departmental monthly, semi-annual and annual catalog and statistical reports.
- Keep abreast of the latest technologies, trends and issues used in/for cataloging.
- Teach general or discipline-specific instructional sessions.
- Teach regular instruction in the form of orientation that is provided to all first year students through UL101-University Life in addition to GC102-Survival Skills.
- Teach scheduled classes that require more in-depth instruction to selected research and method courses within the academic schools.

Qualifications

This is a tenure track position.

- Must hold a Master's Degree in Library and/or Information Science from an ALA accredited school.
- Must have a minimum of 2 years of experience providing library instruction.
- Must have demonstrated experience using current educational technologies and multimedia tools to deliver or enhance teaching, learning, and/or user services in both physical and online environments.

Licensing and Certifications

N/A

Knowledge Skills and Abilities

- Knowledge of library policies and procedures.
- Professional library experience in the field of Library and Information Science.
- Knowledge of the contemporary principles and practices of library instruction, reference services, and professional standards.
- Knowledge of emerging trends and best practices in academic librarianship, instructional design, and outcomes-based assessment practices.
- Evidence of potential to maintain an ongoing program of scholarship at a level that would merit tenure and promotion.

EEO / ADA Statement**Physical Requirements**

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Very Heavy Work - Exerting in excess of 100 pounds	Not Required
Travel	Occasionally
Extended Work Hours	Occasionally

Posting Detail Information**Posting Number**

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Location	Lorman
Position End Date (if temporary)	
Open Date	08/18/2016
Close Date	
Open Until Filled	Yes

EEO Statement**Advertising Summary****Supplemental Questions**

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Applicant Documents

Required Documents

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Optional Documents

None