**JOB DESCRIPTION**

**JOB TITLE:** Electronic Research Librarian **DIVISION:** Division of Academic Affairs

**SUPERVISOR’S TITLE:** Director of Library **DEPARTMENT:** Library

**BASIC FUNCTIONS:** The appointee incorporates technology into the delivery of library instruction in traditional, hybrid, and online learning settings. Manages and maintains the content of electronic resources to encompass databases, eBooks, eJournals, LibGuides, and streaming videos, etc. Responsibly promotes awareness of electronic services and resources to the user community. The appointee will participate in programs and activities to advance the strategic goals of the Library in connection with the strategic goals of the College.

**ENVIRONMENT:** The Benjamin F. Payton Learning Resources Center uses the Alma/Primo Integrated Library Management System (ILMS). The Library is a member of the Partnership Among South Carolina Academic Libraries (PASCAL) consortium and is part of a statewide Shared Library Services Platform (SLSP) System. The Mobile Multimedia Center and the Archives Center are integral units of library services. Students, faculty, staff, administrators, alumni, and visitors comprise the Library’s user community. For more information, visit the Library’s webpage at <http://benedict.edu/library/>.

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**PRINCIPAL ACCOUNTABILITY:**

* Provides reference and information services to the user community through library orientation and instruction- in person or by telephone; traditional or online settings; one-on-one or group research consultations.
* Instructs the user community from the Library’s information service desk, at scheduled times, including some weekends.
* Provides library instruction, in collaboration with the other librarians, to ensure that all segments of the students’ user community have access to regular and timely instruction in the use of the library, resources, and services.
* Surveys the user community, collects, publishes, and evaluates data to ensure that offered online library services and resources meets the needs of the user community.
* Participates in collection development activities in assigned subject areas.
* Develops and implements new online services and programs to meet the needs of the user community in collaboration with the Library Director, the Library Information Technology Manager, librarians, and faculty.
* Develops, designs, and maintains LibGuides or similar web guide applications and/or commercial products for publishing electronic resources.
* Reviews, selects, maintains, and evaluates electronic databases, eBooks, eJournals, LibGuides, streaming videos, and other online resources based on needs of the user community.
* Serves as the vendor liaison for electronic resources; conducts database contract negotiations, reviews license renewals: and maintains vendor contacts, pricing, subscriptions, and renewal notes, etc.
* Ensures current access to databases by identifying electronic access issues and coordinates the timely resolution of access problems with Library Information Technology Manager and campus IT staff to resolve issues.
* Provides usage statistics and analysis reports for databases, electronic, and online resources as required.
* Maintains awareness of current and emerging trends and technologies pertaining to electronic resources.
* Participates in the development and enforcement of policies and procedures that ensure the effective and efficient operation of the library.
* Trains and supervises College work-study students and volunteers in routine library operations.
* Participates in and contributes to appointed College and assigned library committees.
* Maintains membership in professional organizations.
* Attends local, state, and national professional meetings.
* Performs other duties as assigned to advance the strategic goals of the Library in connection with the strategic goals of the College.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

Knowledge of issues and trends relative to electronic resources in academic libraries. Experience and/or knowledge with developing, designing, and maintaining LibGuides or similar web guide applications and/or commercial products for publishing electronic resources. The appointee has demonstrated experienced with computers and the delivery of library instruction in traditional, but in particularly hybrid and online learning environments. Ability to establish effective working relationships with a diverse user group. Strong commitment to service and teamwork. Good oral and written communication, presentation, and interpersonal skills.

**MINIMUM TRAINING AND EXPERIENCE:**

* An ALA-accredited Master’s Degree in Library and Information Science or related library degree is required for the position.
* A minimum of two years’ reference experience and knowledge of collections, electronic resources, and online referral services is highly desirable.

**APPLICATION PROCEDURE:**

Qualified applicants should submit a Benedict College Application for Employment, résumé, official transcripts, and three letters of reference to:

Office of Human Resources

Attention: Learning Resources Center (Library)

Benedict College

1600 Harden Street

Columbia, SC 29204

Position is open until filled.

No Phone Calls Please.

Note: A criminal background check is performed on candidates.