



Position Description Form

Office of Human Resources

Classification & Compensation: 8000 York Road; Towson, MD 21252-0001
410-704-2603

410-704-2162 FAX

Name of Incumbent Employee ID:	None	Department: Division:	Albert S. Cook Library
Budgeted Title: Classification Code:	Residency Librarian Program	PIN:	#43837
Internal Title:	Residency Librarian	Position Number:	
Supervisor:	Associate University Librarian for Administrative Services	Incumbent's Extension: FAX: E-mail Address:	N/A

THE POSITION DETAILS

1. Purpose of this position:

This two-year Residency Librarian program is designed to provide an early-career librarian the opportunity for rapid professional growth, to help increase the presence of underrepresented groups in academic librarianship and to bring new perspectives and fresh ideas to Cook Library. During the first year of the two-year program, the Residency Librarian will gain experience and provide services in three departments: Reference and Instruction, Technical Services, and Archives & Special Collections. In the second year the Resident will specialize in one area and work on a project suited to his/her professional interests and to the needs of the library. A goal of this project is for the Resident, working independently or with a mentor, to develop, complete and report research at a professional conference or in a professional journal. The Resident will serve on library and university committees and participate in professional organizations. Towson University values diversity and encourages all qualified individuals to apply.

2. **LIST JOB DUTIES and RESPONSIBILITIES:**

Percentage of time: Include % of time spend on each task: 5% = 30 min per day; 10% = 45 min per day; 15% = 1 hr per day; 20% = 1.5 hrs per day; 25% = 2 hrs per day; 50% = 4 hrs per day. Total % should equal 100%.

Importance: Include importance of each task 1-3 with 1 being the most important.

	%	Importance
a. Reference and Instruction <ul style="list-style-type: none"> • Teach students, faculty, staff, and other members of the university community how to select, locate, access, use, and analyze resources utilizing accepted principles of information literacy. • Plan and provide course integrated and stand-alone library instruction sessions for individuals and for university classes in collaboration with reference and liaison librarians. • Develop web-based services, e.g., subject pages, finding guides and online tutorials and other activities as assigned. • Meet with faculty to plan and develop classes, assignments, and activities for course integrated library instruction. • Provide library research support to faculty, staff, students and members of the community. • Share in person and virtual reference responsibilities with other professionals, including evening and weekend rotations as needed. 	28	1

<p>b. Technical Services</p> <ul style="list-style-type: none"> • Select, purchase, and process print and non-print materials in a variety of formats for the library collection; use the integrated library system to add and update purchasing information, including ordering and invoicing. • Select and edit cataloging records for print and non-print materials in a variety of formats; add records to the ILS using accepted library standards and procedures. • Perform original and complex cataloging as necessary. • Assign subject headings, LC classification numbers and authority headings according to guidelines established by the University System of Maryland consortium. • Review licenses for streaming DVD's and e-resources. • Troubleshoot problems with e-resources, including setting up access for e-journals and online databases. • Compile e-resource usage statistics. • Participate on Serials Review Committee in decision-making for adding and canceling e-journals and print journals and reviewing consortia additions to online databases. • Work with members of the department to assess the collection, including making decisions for withdrawal and additions. • Work on special projects 	28	1
<p>c. Archives & Special Collections</p> <ul style="list-style-type: none"> • Arrange and describe archival collections, maintain archives databases, and participate in the acquisition, processing, preservation, digitization, promotion, and use of the Special Collections archival holdings. • Develop finding aids, guides and other descriptive controls for Archives & Special Collections. • Answer reference questions and fulfill research requests for University students, faculty, staff, and the general community, in person, via phone, e-mail, and other communications technologies. • Aid researchers, including students, faculty, staff, and visitors, in the use of primary source material. 	28	1
<p>d. Scholarly Research, Publications, and Presentations</p> <ul style="list-style-type: none"> • Develop, complete and report research on an area of specialization at a professional conference or in a professional journal during the second year of the residency program. • Participate in the work of relevant professional associations. • Contribute to local, state, and regional library initiatives. • Demonstrate commitment to continual professional development. 	11	1
<p>f. Library and University Service</p> <ul style="list-style-type: none"> • Participate in and contribute to outreach, marketing, assessment, diversity, curricular, and other library and university initiatives. • Participate in and contribute to department, library and university activities. • Serve on library, university, and University System of Maryland committees related to areas of responsibilities. 	5	1
<p>g. Other Related Duties as Assigned</p>		
<p>3. Software applications to be utilized:</p>		
<input checked="" type="checkbox"/> E-mail <input checked="" type="checkbox"/> Spreadsheets <input checked="" type="checkbox"/> Word processing	<input checked="" type="checkbox"/> Internet Navigation <input checked="" type="checkbox"/> Multimedia <input checked="" type="checkbox"/> Presentation	<input checked="" type="checkbox"/> Additional applications or software skills (list): html and other web page applications; online databases; integrated library systems <input type="checkbox"/> Special certifications (list): _____
<p>4. Special machinery and equipment to be utilized:</p>		
<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate type: _____ Scanner, fax machine, copy machine, computer and office equipment.</p>		
<p>5. Special hours of work required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: _____ May require evening or weekend work.</p>		

6. Knowledge, skills and abilities required of this position:

- Strong interest in developing a career in academic librarianship; knowledge of issues and developments in academic libraries.
- Excellent verbal and written communication and presentation skills.
- Strong, positive interpersonal skills.
- Ability to work independently as well as collaboratively with colleagues and patrons from diverse backgrounds.
- Strong analytical skills and organizational abilities.
- Demonstrated skill in library instruction and information literacy; strong commitment to public service and to supporting the academic and research needs of students, faculty and staff.

MINIMUM REQUIREMENTS FOR EXEMPT POSITIONS *(Completion of this section is only required for EXEMPT positions and must meet with the approval of Human Resources. Minimum requirements for NON-EXEMPT positions are designated by the USM Job Specification.)*

Education:		Work Experience:	
<input type="checkbox"/> HS diploma or equivalent <input type="checkbox"/> Associate's degree/vocational training <input type="checkbox"/> Bachelor's degree <input checked="" type="checkbox"/> Master's degree MLS – preferably earned between January 2008-August 2009 <input type="checkbox"/> Doctorate degree <input type="checkbox"/> Professional license (list) _____	<input checked="" type="checkbox"/> None <input type="checkbox"/> Six months <input type="checkbox"/> One year <input type="checkbox"/> Two years <input type="checkbox"/> Three years	<input type="checkbox"/> Four years <input type="checkbox"/> Five years <input type="checkbox"/> Other (indicate) _____ Type of experience: _____	
Special certifications required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, indicate type: _____			
Additional comments: <ul style="list-style-type: none"> • This position is designed for an early career librarian who earned the master's degree (MLS,MLIS) between January 2008 and August 2009 • Additional Master's degree in an academic discipline offered at Towson University desirable. • This is a two-year position with non-tenure track visiting faculty status. Resident Librarians may apply for any other available positions after their residency. • Rank is determined by qualifications at time of appointment. 			