

Classification Description



Job Title: Faculty Librarian

Pay Grade: 208 Duty Day
Annual Contract
Per CNA

Job Code: NTMA

FLSA Status: Exempt

Job Purpose

This Faculty Librarian position is full-time responsible work providing research instruction to Florida SouthWestern State College students, staff, and faculty at a Florida SouthWestern State College campus library. Florida SouthWestern State College librarians collaborate with College faculty to implement a multi-faceted, research-based curriculum based on learning outcomes and assessment. This position is classified as teaching faculty. Work is performed under the general supervision of the Director of Library Services and Vice President of Academic Affairs. This is a 208 duty day annual contract position.

General Responsibilities

Essential Functions – General

Provides one-on-one research instruction from the reference desk, and by phone, email, and the “Ask-a-Librarian” chat service.

Provides research instruction for classes.

Teaches Library Skills courses, as needed.

Develops the Library’s Collection in all subject areas and formats.

Produces research-based instructional materials and guides in all subject areas and formats.

Develops instructional applications of technology.

Serves as liaison to assigned School or department(s).

Works with faculty to integrate research-based competencies into the College curriculum.
Assists in the supervision of Library staff.

Assists the Director of Library Services in planning and implementing Library policies, procedures, and operations.

FACULTY LIBRARIAN

Serves on campus and College-wide committees and task forces, as required.

Serves on appropriate internal and external committees and participates in relevant regional and national professional organizations and associations.

Participates in Library staff & faculty meetings and contributes to the planning and development of Library-wide policies and services.

Participates in collection management activities such as database review and selection.

Establishes and sustains an ongoing service and scholarship record.

Performs additional duties as assigned by the Director of Library Services.

Essential Functions – May support one or a combination of the following areas:

Research and Instruction Librarian

Duties include conducting Research Instruction sessions and individual research sessions with students and faculty; collaborating with faculty to ensure proper support for student assignments; creation and maintenance of research guides (a.k.a. LibGuides).

Serves as liaison to assigned school or department(s).

Develops and maintains knowledge of the library's databases, search interfaces and other resources in order to effectively match resources with information needs.

Provides core reference services; including in-depth consultation, mediated database searching, identifying appropriate knowledge-based resources, search strategy development and recommendations for citation management, download and output.

Stays current with best practices, trends, curricular structures, pedagogical methods and innovative instructional delivery.

Provides instruction on library, information literacy or other specialized classes to support research and evidence-based practice. Conducts new student and faculty orientation sessions as needed.

Cultivates partnerships and collaborates with library and College personnel on projects including grants, papers, poster presentations, or other creative undertakings.

Contributor to the development and evaluation of online courses and instructional materials.

Serve on appropriate internal and external committees and participate in relevant regional and national professional organizations and associations.

Performs additional duties as assigned by the Director of Library Services.

FACULTY LIBRARIAN

Communication and Engagement Librarian

Leads outreach efforts by identifying and developing strategies to enhance perceptions of the library and engagement with library resources, services, and programs.

Develops measurable objectives to evaluate the effectiveness of outreach activities. Assess the impact of library messaging and brand recognition.

Leads strategic communications for the library, independently developing and collaboratively coordinating the execution of communications and outreach plans.

Serves as the library's media relations contact and as liaison to the Marketing and Media Department.

Writes and edits articles about FSW Libraries for internal and external publications. Develops print and digital promotional materials that effectively communicate the library's mission, services, and news to a variety of audiences.

Oversees the library's social media presence, and regularly contribute content to the library's Twitter, Facebook and blog.

Maintains and publishes the library's events calendar.

Coordinates library program planning and event coordination with various offices throughout the College

Represents the library at programs and events on and off campus in order to build and maintain relationships with community members

Serves as faculty liaison to one of the College's five schools.

Provide reference/research consultations, and instruction services. Assists faculty in selecting materials for the collection, review library holdings in assigned subject areas, and contribute to accreditation reports.

Serves as an active member of the Embedded Librarian Team.

Information Literacy and Assessment Librarian

Develops and maintains the Research Instruction (a.k.a. Information Literacy) program, establishes common practices, including assessment, between all FSW campuses, adheres to ACRL Framework.

Works with faculty to incorporate subject specific information literacy into course outcomes.
Leads library instruction efforts.

Assesses the effectiveness of library instruction efforts.

Based on national trends and best practices integrates new technologies and pedagogies into the delivery of instruction.

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Designs assessment instruments such as surveys, focus groups, interviews, rubrics, balanced scorecards, and internal data collection forms.

Works collaboratively with faculty and students to integrate the library into research, and course syllabi.

Performs additional duties as assigned by the Director of Library Services.

Open Educational Resources (OER) Librarian

The Open Educational Resources (OER) Librarian serves as the central point of contact for the College faculty in locating acceptable OER materials to replace current hardcover texts.

Assists and consults in the development of OER materials.

Teaches Research Instruction sessions.

Provides research assistance to faculty, staff, and students.

Creates and maintains awareness of open education activities throughout the College.

Encourages and generates broad participation by departments, faculty, and students.

Leads College initiatives to assist faculty with locating and adapting OER.

Collaborates with other Faculty Librarians to coordinate selection of digital content and services in relation to OER initiatives.

Leads development and implementation of policies relating to copyright, open licensing, and attribution of Creative Commons licensed materials.

Trains, educates, and guides faculty, students, and staff on open content production and publishing.

Works collaboratively with librarians, faculty, staff, and students on information literacy instruction, reference, assessment, library services and collection development activities.

Performs additional duties as assigned by the Director of Library Services.

Elearning Librarian

Serves as an active liaison to FSW E-learning program.

Works with instructional designers and faculty who are creating online courses.

Works with other Librarians creating guidelines/programs for various modalities of online library instruction.

Raises awareness and increases use of Library services and resources among online and/or remote students and faculty.

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Promotes the Library's instructional program based on goals and strategies derived from professional library standards and frameworks for information literacy.

Creates and maintains a repository of digital library instructional materials.

Collaborates with faculty, staff, and students to increase research support for online students.

Conducts research consultations with students, faculty and staff.

Participates in special projects as assigned by the Director of Library Services and/or the Assistant Vice President for Online Learning.

Serves on college, state, and national committees and organizations related to the development of online learning.

Participates in continual professional development in areas related to online learning and instructional design.

Performs additional duties as assigned by the Director of Library Services.

Collections Management Librarian

Provides leadership for Collection Development, Management, and Assessment.

In conjunction with College faculty, library administration, and Faculty Librarians the Collections Management Librarian develops strategies, policies, and procedures that ensure FSW Libraries maintain an up-to-date collection (print and digital) that fully supports FSW course offerings.

Provides leadership for all collection development activities including assessment, selection, and deselection of resources in all formats and all subject areas, and for all library collections.

Oversees the overall management of the physical collections, including coordination of deselection and other collection management projects.

In working with the Director of Library Services, fosters a creative and innovative approach to implementation of strategic change.

Based on established policies, evaluates donations and gifts for library collections.

Mentors library employees in collection development best practices as appropriate.

Develops and oversees a comprehensive collections assessment program to evaluate print and electronic resources as well as provide discipline specific collection assessment, statistical analysis, and reports.

Maintains an awareness of trends and issues affecting collection management and development.

Maintains currency with collection management policies and procedures as related to the Florida Academic Library Services Cooperative (FALSC), Lyris and other consortia.

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Maintains currency with integrated library systems such as ALEPH and Alma.

Performs additional duties as assigned by the Director of Library Services.

For all Faculty Librarians:

Performs other related professional duties, as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in library and/or information sciences.

Demonstrated instructional skills and academic background.

Strong technical and problem-solving skills.

Demonstrated public service orientation.

Ability to work a rotational schedule to include nights and weekends.

Knowledge of a wide range of electronic and print resources.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Educational philosophy compatible with the goals, objectives, and mission of the College.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

FACULTY LIBRARIAN

- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 18, 1982. Revised: March 24, 1999, August 28, 2006, February 22, 2010, December 17, 2012, September 13, 2013, July 1, 2014, March 31, 2017, October 29, 2020, January 7, 2021, August 2, 2021, December 15, 2021, January 4, 2022, July 15, 2022.