

# Classification Description



**Job Title:** Faculty Librarian

**Pay Grade:** 208 Duty Day  
Annual Contract  
Per CNA

**Job Code:** NTMA

**FLSA Status:** Exempt

## **Job Purpose**

The 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 Faculty Librarians collaborate with College faculty to implement a multi-faceted, research-based curriculum constructed around established learning outcomes and assessment protocols. This position is classified as faculty and reports to the Assistant Vice President for Library Services. This is a 208-duty day annual contract position.

## **General Responsibilities**

### **Essential Functions – General**

Provides information literacy and research instruction to support the curriculum of the College including, but not limited to, instructional sessions in individual classes at the request of discipline faculty, as embedded librarians for the CREATIVE Capstone, and through individualized instruction with students via appointments and reference services.

Develops instructional materials related to information literacy and research methods in various modalities to support the academic units of the College.

Serves as a liaison between the Library and assigned School or department(s) to ensure the Library is best meeting the needs of the academic units at the College.

Works to develop and maintain a library collection that supports the information needs of the FSW community and supports the College curricula and mission.

Assists the Assistant Vice President for Library Services in planning and implementing Library policies, procedures, and operations.

Participates in College and educational committees, both standing and ad hoc. Attends all required scheduled College-wide meetings, campus-wide meetings, discipline and/or departmental meetings, and other meetings, as required.

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Participates in a College-approved faculty evaluation process that includes continuous improvement in teaching and instruction, professional development, and College service. Prepares and submits a faculty portfolio as designated by the Florida SouthWestern State College Faculty Evaluation Plan, including professional development and College service.

Performs additional duties as assigned by the Assistant Vice President for 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. Searches 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.

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

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

Performs other duties as assigned by the Assistant Vice President for Library Services.

#### **First Year Experience Librarian**

Collaborates with faculty, staff, and administrators to design and implement library components for the College's FYE/SLS program.

Develops and delivers information literacy instruction, workshops, and orientations specifically targeted at first-year students to promote effective use of Library resources and research skills.

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Proactively engages with first-year students through outreach activities, events, and communication strategies to promote Library services and resources.

Serves as a liaison to first-year student organizations, Residence Life staff, and FSW's Student Success Advisors to enhance awareness and utilization of Library resources.

Provides reference and research assistance to first-year students through individual consultations, group sessions, and virtual support channels.

Assists students in navigating academic databases, scholarly resources, and citation management tools to support their coursework and research projects.

Assesses the impact of Library services and resources on first-year student success through data collection, analysis, and reporting.

Uses assessment findings to inform continuous improvement of Library programs and initiatives aimed at supporting first-year students.

Stays informed about trends, best practices, and emerging technologies in first-year experience programs and academic librarianship.

Collaborates with campus partners, including academic departments, Student Affairs, and orientation programs, to integrate Library services into broader initiatives supporting student success.

Performs other duties as assigned by the Assistant Vice President for Library Services.

### **Online Learning Librarian**

Integrates information literacy concepts and knowledge practices into the online classroom to support faculty development of innovative online instruction and student learning and success.

Actively participates in FSW's Institute for Innovative and Emerging Technologies (IET), the Online Faculty Teams group, and the Academic Technology Committee.

Works directly with FSW's Coordinators of Technology Champions and Online Teaching Excellence to provide professional development training and resources to faculty on effective teaching strategies and the application of digital tools and High Impact Practices (HIPs) in asynchronous courses.

Collaborates with the Assistant Vice President of Strategic Innovation and Online Learning. Liaises with FSW Learning Technologies' Instructional Design team to support effective online course development and quality control.

Creates, curates, and promotes a repository of digital learning objects (videos, tutorials, etc.) for faculty to embed in online courses.

Develops, maintains, and implements online instructional content to cultivate student research skills and dispositions.

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Designs and teaches synchronous and asynchronous online workshops for students on a variety of information literacy topics, concepts, and applications including AI literacy.

Promotes the Library's digital resources and online services to help the FSW community navigate the information ecosystem.

Creates and delivers instruction on the understanding and use of artificial intelligence within the context of online learning and navigating the information ecosystem.

Explores issues, trends, and emerging technologies in online learning through professional development activities.

Performs other duties as assigned by the Assistant Vice President for Library Services.

### **Curriculum and Instruction Librarian**

Serves as lead Librarian for the CREATIVE Capstone embedded librarian program.

Coordinates consistent integration of information literacy concepts into the College-wide curriculum.

Develops information literacy content for new embedded librarian initiatives across the College in collaboration with the school's library liaison.

Collaborates with Librarians and discipline specific faculty to ensure relevant information literacy instruction is delivered across all instructional modalities.

Provides pedagogical and professional development sessions for Library faculty and staff.

Works with liaison Librarians to meet the instructional needs of faculty/departments.

Maintains familiarity with current research and best practices in information literacy instruction.

Collaborates with Library faculty to evaluate and assess the Library's information literacy instructional program needs.

Liaises with the Assistant Vice President for College wide Curriculum and Academic Enhancement.

Serves as Library representative on the Curriculum Committee.

Serves as the Library's Learning Assessment Coordinator.

Performs other duties as assigned by the Assistant Vice President for Library Services.

### **Systems & Scholarly Communications Librarian**

Works with Library administrators and IT to plan, implement, and maintain hardware and software solutions in the library.

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Forms strong collaborations with colleagues to provide training to strengthen and broaden copyright and publishing competencies.

Represents the Library on campus committees related to the planning and implementation of technologies.

Assists with access issues, such as students not being able to use a particular database.

Coordinates purchasing and inventory related to hardware and software technologies in the library.

Serves as the FSW Library's webmaster.

Educates the FSW community about scholarly publications, copyright and intellectual property issues and their impact on scholarly inquiry and instruction.

Provides guidance on the FSW Digital Commons and its support for research publications, preservation, and funder compliance needs.

Supports students and faculty seeking guidance on fair use, copyright and intellectual property.

Scholarly Communications Librarian has a detailed understanding of copyright and Creative Commons licensing.

Collaborates with the Assistant Vice President for Library Services in the development of an FSW Author Rights Policy.

Performs other duties as assigned by the Assistant Vice President for 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) which 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 Assistant Vice President for 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.

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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.

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

Performs additional duties as assigned by the Assistant Vice President for 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

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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.
- 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,

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August 2, 2021, December 15, 2021, January 4, 2022, July 15, 2022, October 18, 2024, and Nov. 13, 2024.