The Humanities Librarian supports the programs of the Fairmount College of Liberal Arts and Sciences and other subject areas as assigned. As a member of the Libraries’ Reference and Research Services Department faculty, the incumbent reports functionally to the Chair of Reference and Research Services. The Chair provides general guidance and is the primary evaluator for this position. The Coordinator of Collection Development guides the position’s collection development responsibilities and provides the Chair with an annual report of collection development activities, which assists the chair in developing the annual evaluation.

Required qualifications are an ALA-accredited master’s degree and ability to work in the United States; excellent oral and written communication skills; evidence of self-motivation, service orientation, and ability to work successfully in a collegial environment and with diverse populations; knowledge of trends in academic libraries and scholarly research and publishing in appropriate disciplines; and demonstrated potential for meeting the Libraries’ tenure and promotion requirements. Preferred qualifications in an academic area related to the assignment: additional master’s degree, educational background or work-related experience, and recent experience in an academic or specialized library.

The Humanities Librarian has primary responsibility for planning, providing, and assessing departmental liaison, consultation, reference, collection management and instructional services to students and faculty of the University’s Liberal Arts programs and other subject areas as assigned. In addition, the Humanities Librarian is responsible for providing general reference services, including participation in the evening and weekend rotation at the reference desk and in chat and other reference services initiatives. The Humanities Librarian further participates in general library instruction, creates departmental Web pages, provides information literacy education and tours, cooperates in general collection development and management efforts, assesses outcomes, and shares in overall Libraries and Reference and Research Services projects, programs and committees.

As a member of the Libraries’ faculty, the Humanities Librarian is expected to engage in scholarship and perform service to the University, the University Libraries and, through professional association activities, the library profession as a whole. Evaluation of the responsibilities of the position is apportioned 80% librarianship, 10% scholarship, and 10% service.

Specific duties of the position are as follows:

1. Maintain personal contact (at least once each semester) with new faculty and chairs and/or library liaisons in assigned departments to facilitate liaison activities, including (but not limited to) the following:
   a. make personal contact with new faculty member within two months of appointment
b. send annual message to all faculty members with information about collections and services, including what to expect and how to reach their library liaison, order materials, request library instruction, and resolve library-related problems

c. seek opportunities to attend departmental meetings, seminars, colloquia, and other gatherings

d. communicate information about new collections, services, and policies

e. conduct periodic surveys to determine needs and feedback regarding library collections and services

f. partner with teaching faculty on instructional initiatives and special projects

2. Serve general reference desk hours equal to other reference librarians who do not have additional responsibilities associated with the University’s satellite libraries or the Government Documents and Patent and Trademarks depository library collections.

3. Regularly seek opportunities to provide appropriate bibliographic instruction, information literacy education and library tours supporting the educational programs within his or her subject assignments.

4. Actively promote the Libraries’ general reference services such as chat and e-mail reference and promote use of all library services and resources.

5. Prepare and keep current collection development policies appropriate for his or her subject assignments.

6. Select appropriate library resources supporting education and research in his or her subject assignments. Manage materials budgets allocated to assigned subject areas. Cooperate in collective efforts to select electronic resources, handle gift materials, appropriately manage the collection within the subject assignments, and manage the segment of the reference collection in assigned subjects.

7. Consistent with active efforts to promote library services and resources, and continuously improve their quality and effectiveness, deliver sufficient user-centered bibliographic instruction, information literacy education and library tours.

8. Continuously advance skills in Web-page development and apply them to creating and maintaining current, effective Web pages supporting the incumbent’s reference, instruction and collection development responsibilities.

9. Contribute to the Libraries’ efforts to continuously improve services and resources by participating in Reference and in Collection Development meetings and the Libraries’ Faculty Council, as well as developing and supporting departmental goals.

10. In connection with administration of Reference and Research Services, submit all required weekly, monthly, and annual reports on a timely basis (such as scheduling conflicts, payroll exception reports, and monthly activity reports).

11. Perform other related duties as required.

Following consultation with the subject librarian, the position description may be revised at any time by the University Libraries administration to meet the requirements of the organization.