

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Librarian – Instructional	FLSA status:	Exempt
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DEPARTMENT:	Library	REPORTS TO:	Director of Library Services
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Position summary: Under indirect supervision, the Instructional Librarian provides library instruction and reference services for online, traditional, and non-traditional students. This position leads the information literacy instruction program and provides instruction for print, electronic, streaming, and open educational resources, citations, plagiarism, and copyright.

Position responsibilities:

- Develops online research guides and online interactive tutorials.
- Investigates and recommends new and emerging technologies.
- Evaluates accessibility of online resources.
- Assists with collection development in assigned areas.
- Assists with basic circulation procedures and library outreach.
- Plans, develops, teaches, and assesses online library instruction in Canvas modules. Leads online library instruction program. Teaches library instruction sessions and orientations for traditional and online classes that incorporate active learning techniques, information literacy skills, and digital literacy skills.
- Manages content for online library instruction program.
- Works with faculty to integrate information literacy skills and library resources into the college curriculum.
- Along with the Electronic Resources Librarian, serves as a departmental liaison by selecting materials, providing instruction and preparing collection assessments to support the curriculum of the institution.
- Creates online interactive tutorials, bibliographies, and other instructional materials which support student and curricular needs according to current accessibility standards.
- Develops and maintains assigned online research guides using LibGuides 2.0.
- Provides high-quality reference services to in-house library users and to online students. Assists students, faculty, staff, and other patrons with use of the library catalog, print resources, electronic databases, and the Internet through individual instruction and/or research consultations. Assists students in the use of library equipment, computers, software, and other resources.
- Provides research services through individual consultations, chat, and regularly scheduled hours at the Information Desk (Reference) including evening and weekend rotations as needed.
- Investigates, evaluates, and recommends new and emerging technologies and resources that will improve or expand services and access to library resources.
- Works with the Director of Library Services in selecting and deselecting library materials. Assists with collection development in assigned areas.
- Assists with inventory of the library collections.
- Promotes library resources and services to students, faculty, and staff through traditional and electronic methods.
- Provides assistance and support for library staff at other campuses as needed.
- Serves on college committees as assigned.
- Participates in professional development including some travel.
- Evaluates workflows to maximize efficiency and enhance effective access to instruction.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

Master of Library Science degree from an American Library Association accredited program required. At least 2 years experience directly related to the duties and responsibilities specified preferred. Teaching experience, preferably at the college level with traditional and non-traditional students incorporating active learning teaching methods preferred. Familiarity with the ACRL and teaching experience in Canvas preferred.

Knowledge, Skills, and Abilities Required:

- Thorough knowledge of institutional curriculum, online research databases and print resources.
- Strong computer/technology skills.
- Understanding of principles and best practices in information literacy instruction, especially in an online learning environment.
- Experience assessing online library instruction; creating online instruction aids/videos and other instructional/informational materials, and the ability to collaborate and work congenially with faculty and staff.
- Experience researching and planning innovative uses of current and emerging technologies in a library environment, including mobile technologies.
- Knowledge of effective usability and accessibility in digital environments, specifically with WCAG 2.0 & Section 508 criteria for electronic accessibility.
- Ability to balance multiple priorities and projects.
- Current knowledge of library technologies and LMS systems (OCLC WMS), discovery tools (WorldCat), emerging educational technologies, Microsoft Office Suite, LibGuides 2.0, and social media.
- Experience in collection development and evaluating information resources.
- Excellent customer service and organizational skills.
- Excellent oral, written, and interpersonal communication skills.
- Excellent analytical, critical thinking, and problem solving skills.
- Physical ability to do moderate lifting and to push full book carts.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.
- Strong commitment to help students learn and succeed.
- Dependability, creativity, and a strong work ethic.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- Evening and weekend hours required.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.