

**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 nontraditional 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:

- Investigates and recommends new and emerging technologies.
- Works with the Electronics Resource Librarian to evaluate accessibility of online resources.
- 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 programs.
- 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.
- 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 and 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.
- Prepares accurate and complete reports, provides statistical reports on a monthly basis, responds to requests for reports as needed.
- Responsible for scheduling the classroom.
- During reference desk rotation, responsible for reserving and scheduling study rooms.
- 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. 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 congenitally 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.
- Physical ability to do moderate lifting and to push full book carts.
- Excellent analytical, critical thinking, and problem solving skills.
- 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).
- Dependability, creativity, and a strong work ethic.
- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Ability to deal with employees, students, and the public in a courteous manner.
- Ability to make decisions of other than a routine nature in order to meet controlling conditions.
- Maintain confidentiality
- Prepare accurate and complete reports
- Read and understand technical manuals and online documentation
- Tactfully interact with and respond to staff and patron technical problems
- Commitment to superior customer service.
- Work a flexible schedule

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment
- Physical effort required with the employee occasionally lifting and/or moving up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.