



## **JOB DESCRIPTION FOR LIBRARIANS**

1. Maintain performance standards and pursue goals, objectives, and activities that promote the Mission of the College. Each librarian will be evaluated on an annual basis by the supervisor.
2. Participate in all or designated aspects of the following professional activities: the selection, acquisition, organization, expansion, preservation, and dissemination of information.
3. Create a library environment in which all students are treated with respect.
4. Utilize assessment of student outcomes to improve library services.
5. Provide a collection of materials that are of exceptional character and quality and ensure use of same through appropriate organization, instruction, arrangement, and accessibility.
6. Collaborate with instructional faculty in the development of a collection of materials that supports the programs of the College.
7. Adhere to all timelines established by the College.
8. Maximize the use of advanced technology, including the use of computers, electronic information resources, and related strategies, in the library as appropriate.
9. Promote open-educational resources and other librarian-curated resources that support and augment course instruction.
10. Participate in training sessions that familiarize the library faculty and users with innovative ways to enhance and increase access to information resources.
11. Assist in registration, orientation, information, and advising events during the regular registration period as needed.
12. Participate in committee activities within the division and at the College levels.
13. Attend Faculty Convocation each semester and a minimum of one Graduation Ceremony per academic year.
14. Attend divisional, department, and committee meetings.

15. Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as: coverage of a colleague's workload on an emergency basis, coverage of the divisional office on an as needed basis, speaking engagements, recruitment activities, assisting at local conferences, or participating in College-wide awareness and advocacy events.
16. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the College community.
17. Be accountable for forty (40) hours per week, which may entail working an atypical schedule that may be spread over the normal operating hours of the libraries.
18. Work at least one evening shift per week and may work occasional weekends.
19. Travel to different College library locations on a scheduled rotation.
20. Perform all duties associated with a professional, faculty librarian, including: teaching bibliographic instruction sessions, providing reference assistance, working the main circulation service desk, monitoring virtual reference and chat, creating resource materials and instructional and informational displays, serving as a liaison to an academic division or unit, providing support for the goals and missions of LOUIS: the Louisiana Library Network.
21. Represent the College in manner, appearance and behavior that promote a positive image of the College within the community.

**Job Requirement:** All faculty Librarians must hold a Master of Library and Information Science, or its equivalent, from a College or University Program Accredited by the American Library Association.

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***Review/Approval Process:***

College Librarians Review 5/2020

Deans' Council 10/6/2021

Academic and Student Affairs Council 10/21/2021

Approval - Vice Chancellor for Academic and Student Affairs 10/21/2021

Approval - Vice Chancellor for Academic and Student Affairs 1/26/2024

Approval - Vice Chancellor for Academic and Student Affairs 5/12/2025

Vice Chancellor for Academic Affairs – Procedural Update Approval 7/24/2025