



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 equitably and 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 and related strategies, in the library as appropriate.
9. Obey and enforce College policies that prohibit the use of foodstuffs in the library, smoking within College buildings, drugs on campus, and the destruction and misuse of all College property.
10. Provide library services in accordance with the Americans with Disabilities Act of 1990, College and federal harassment policies, and other legal requirements.
11. Participate in training sessions that familiarize the library faculty and users with computers and their use in accessing information.
12. Assist in registration during the regular registration period as needed.
13. Participate in committee activities within the division and at the campus and College levels.

14. Attend Faculty Convocation and a minimum of one Graduation Ceremony per academic year.
15. Attend meetings.
16. 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 fund-raising activities.
17. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the College community.
18. Be accountable for forty (40) hours per week from the first day of the semester to the ending date of the semester (9-month librarians).
19. Represent the College in manner, appearance and behavior that promote a positive image of the College within the community.

Policy Reference:

Job Descriptions originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Prior to publishing AA-1275.1F, the job descriptions were reviewed and accepted by a College task force of Faculty Senate Executive Committee members and representatives of the Deans' Council (equivalent to the College's current Academic Affairs Council).