

**Adams State College
Nielsen Library**

Instruction and Reference Librarian
Position Description

NATURE OF WORK

The Instruction and Reference Librarian manages the information literacy program at Nielsen Library and provides reference assistance to student, faculty, and community members in person and online.

SUPERVISION

The Instruction and Reference Librarian supervises part-time work study and/or hourly employees on a periodic basis. The Instruction and Reference Librarian reports to the Library Director.

SUMMARY OF RESPONSIBILITIES

- Coordinates the information literacy program and schedules library sessions for Nielsen Library
- Collects and analyzes statistics for the information literacy program on a semester basis
- Leads library instruction sessions in basic library information, catalog and database searching, web searching and evaluation, and research strategies for undergraduate, graduate, and community students
- Designs specialized instruction sessions for upper-division courses
- Teaches two courses for credit - Library Science 225: Research Skills for the Behavioral Sciences and Library Science 251: Information Literacy
- Works with faculty to integrate information literacy into the curriculum
- Maintains a relationship with Extended Studies students, faculty, and staff by providing email and phone reference, creating special guides for off-site users, and traveling to off-site classes
- Creates electronic instruction tools, such as online research guides and tutorials, using XHTML, Macromedia Fireworks, and Macromedia Captivate

- Provides reference services in person at the reference desk and online via AskColorado
- Acts as a liaison to the English, Theatre, Communications, Foreign Language and Business departments and purchases materials in those areas
- Participates in weeding resources from the collection
- Serves on faculty committees

PROFESSIONAL DEVELOPMENT

The Reference Desk Coordinator will establish an annual plan designed to enhance and stimulate his/her knowledge and skills and contributions to the development of librarianship.

QUALIFICATIONS

- Excellent oral and written communication skills
- Demonstrated teaching ability
- Commitment to offering outstanding customer service
- Familiarity with basic reference principles and tools
- In-depth knowledge of database and web searching
- Experience leading information literacy sessions for undergraduate and graduate students
- Masters of Library Science from an ALA accredited program

Prefer experience in:

- Resources in Reference, Business, Communications English, Spanish, and Theatre
- Virtual reference software
- Microsoft Office tools
- Web-authoring with Macromedia Dreamweaver, CSS, and XHTML
- Image editing with Macromedia Fireworks and Adobe Photoshop
- Creating tutorials with Macromedia Flash and Macromedia Captivate