

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Access and Collection Services Librarian

### POSITION OVERVIEW

Reporting to the Head Librarian, the Access and Collection Services Librarian for Nutting Memorial Library is the library's sole cataloger and has overall responsibility for the library's access and collection services operations, including: cataloging, acquisitions, circulation, stacks management, and co-coordination (with the Research and Instruction Librarian) of interlibrary loan and document delivery services. This position will involve ongoing outreach and liaison work. The Access and Collection Services Librarian is responsible for fostering a positive, engaging, and user-centered approach to services in their areas of responsibility, and must be able to work collaboratively with library colleagues as well as Academy students, faculty and staff. This is a full-time, 12-month professional staff position with benefits.

### DUTIES

- Oversees and provides access and collection services, including circulation, within a small academic library; develops policies and procedures within areas of responsibility.
- Performs original and copy cataloging of library items in all formats.
- Maintains and updates catalog records and ensures compliance with local, national, and consortial standards.
- Manages library's physical collections including acquisitions, deselection, and periodic inventory.
- Coordinates the library's electronic resources in close cooperation with Research and Instruction Librarian.
- Coordinates communication with state library staff and resource vendors to troubleshoot and resolve issues related to acquisition, organization, and access to library resources.
- Provides front desk coverage and in-person and remote reference services to the Academy community and the public as scheduled and as needed.
- Works with the Research and Instruction Librarian to provide interlibrary loan and document delivery services and to co-manage and improve workflows in this area.
- Enables services and workflows to evolve in response to and in anticipation of changing user needs, industry standards, available technology, and institutional priorities.
- Coordinates billing for lost or unreturned library materials.
- Serves as primary point of contact for Academy archives; assists with archives management.
- Assists with library outreach efforts, including displays, event planning and promotion, social media, and collaboration with other campus entities; may make presentations to Academy classes, departments, groups, or committees as needed.
- Compiles annual statistics and reports related to areas of responsibility and participates in relevant budget planning.
- Serves on Academy committees as appropriate.
- May deliver information literacy instruction as needed.
- May contribute to research guides (LibGuides) and perform website maintenance.
- May supervise student and/or regular Academy employees.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

## **SKILLS**

- Essential personal characteristics include flexibility, accountability, initiative, creative problem-solving abilities, and the ability to work cooperatively in an evolving environment.
- Outstanding interpersonal and customer service skills including a professional, positive, and approachable demeanor.
- Ability to successfully ascertain and support the diverse learning and research goals of Academy students, faculty and staff.
- Ability to work toward institutional and departmental strategic goals and to clearly communicate the library's efforts to support these goals.
- Ability to work closely and congenially with all levels of Academy staff and faculty.
- Excellent oral and written communication skills.
- Ability to clearly and appropriately explain complex or highly technical concepts.
- Ability to work independently, prioritize among multiple competing projects, manage complex workflows, and sustain a high level of attention to detail.
- Interest in improving and modernizing workflows in areas of responsibility.
- Strong research skills and familiarity with a wide range of information resources.

## **REQUIRED QUALIFICATIONS**

- ALA-accredited Master's in Library Science or the equivalent (conferred by date of hire).
- Demonstrated commitment to providing outstanding library services, including exemplary external and internal customer service.
- Demonstrated understanding of cataloging standards, practices, and products (including, but not limited to: LC classification, LCSH, MARC formats, AACR2, RDA and OCLC).
- Familiarity with best practices, trends, emerging technologies, and assessment strategies relevant to the position's areas of responsibility.
- Familiarity with integrated library system software; experience with Innovative Interfaces' Sierra ILS and OCLC products preferred.
- Excellent interpersonal and communication skills (oral and written).
- Demonstrated high level of comfort and proficiency with technology.
- Demonstrated commitment to and/or clearly articulated philosophy on the role of library services in fostering student success and the impact of library services on student retention.

## **PREFERRED QUALIFICATIONS**

- At least two years' experience performing MARC and RDA original and copy cataloging in OCLC strongly preferred.
- Previous cataloging experience in an academic library setting strongly preferred.
- Experience providing or coordinating interlibrary loan, document delivery services, acquisitions, print serials, and/or electronic resources preferred.
- Experience with library outreach and/or advocacy preferred.
- Interest in or experience with digitization projects, archives, or the creation of institutional repositories preferred.
- Academic background or cataloging experience in any of the following areas preferred: marine, ocean, or environmental science, engineering, marine transportation, or international business and logistics.

## **SPECIAL REQUIREMENTS**

- Criminal Background check required

## **PHYSICAL/ENVIRONMENTAL FACTORS**

- Contacts include students, parents, alumni, and various external and internal constituencies.
- Will work occasional evenings and weekends to support department and Academy events as assigned.
- Frequent use of keyboard and computer screen.
- Occasionally lift and move up to 30-50 pounds.
- Tobacco-Free Campus and Buildings

# Maine Maritime Academy Position Factor Evaluation

Job Title: Access and Collection Services Librarian Job Code: 20500

Wage Grade: 20 Total Points: 472

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	3	30
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	2	16
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48

Date of last reclassification 02/2019