

Access and Reference Services Librarian

The Earl K. Long Library seeks an energetic, service-oriented and collaborative Access and Reference Services Librarian. This is a non-tenure track, 12-month full-time position reporting to the Head of Library Services. The ideal candidate will be responsible for the provision of an innovative access services environment including circulation, course reserves, interlibrary loan services, and stacks maintenance. This position monitors trends and recommends emerging technologies for access services. Maintains online access services user guides and implements software updates. Responsible for participating in the training of full-time, part-time, and student services staff when necessary. Provides information literacy instruction to first year students. Assists the Head of Library Services in the annual evaluation process of Library Services staff.

- Provides innovative and in-depth customer service and reference training to library faculty and staff.
- Keeps abreast of key general reference tools, including both subscription library databases and freely available web resources.
- Schedules and participates in reference on call hours, reference email, and chat coverage.
- Collects and maintains statistical data related to reference interactions, the use of the building, circulation and resource sharing activities.
- Manages LibInsight.
- Facilitates discussion of ideas to improve/modify access services.
- Works with the library staff and campus partners to update access services policies and procedures and resolve problems related to access services.
- Edits, evaluates and generates content pertaining to Library Access Services for the Library website.
- Provides information literacy instruction to first year students and assigned discipline specific instruction.
- Participates in assigned library outreach activities.
- Provide interlibrary loan/document delivery usage and trend statistics to the liaison librarians.
- Ensure timely processing of interlibrary lending requests received from other libraries via OCLC ILLiad and other resource sharing systems.
- Serves as the UNO representative to the LOUIS consortium for interlibrary loan and document delivery.
- In consultation with the Head and Library Administration establishes the yearly building schedule.
- Assists the Head in the annual staff evaluation process.
- Works flexible hours. Will work some weekends and evenings as needed.

QUALIFICATIONS:

Required:

ALA-accredited MLS/MLIS or equivalent degree;
Significant experience performing interlibrary loan processes.
Demonstrated supervisory experience;
Expertise using resource sharing software, discovery tools, and Microsoft Office Suite;
Familiarity with copyright law and "fair use" guidelines applicable to libraries;
Demonstrated ability to provide access to information, resources, and materials by using specialized knowledge of electronic databases, computer applications, and reference tools;
Demonstrated experience providing library instruction;
Knowledge of emerging technologies and trends in reference services;
Experience using an integrated library system including circulation and reports functions;
Excellent communication and interpersonal skills;

Collaborative approach to problem solving and working across organizational boundaries to accomplish organizational objectives;
Flexible and adaptable;
Ability to exercise good judgment in interpreting rules;
Ability to work productively with diverse groups in an urban academic setting;
Ability to work with online screen displays/small print, and physically move books and book trucks;
Willingness to support the Library and University Mission.

Desired:

Experience with ILLiad, Odyssey, Excel and full-text document delivery services;
Experience with Springshare Suite of products including Libguides, LibInsight, etc.
3 years of supervisory experience;
Experience with Sirsi/Dynix integrated library system;
Experience with makerspaces in libraries;
Experience in STEM (or science) subject areas;
Instruction experience in an academic environment.

Salary

\$50,000

Closing Date

Position will remain open until filled. Review of applications will begin immediately.

Please go to the University of New Orleans Human Resources Employment page to apply:

<https://www.uno.edu/careers/24641>

The University of New Orleans

Since its founding, UNO has been committed to diversity and inclusion. In 1958, the University of New Orleans opened its doors as the first fully integrated public university in the South. For nearly 60 years, we have not strayed from that vision. The University has educated students from all 64 Louisiana parishes, all 50 states, and more than 130 countries, bringing together a variety of talented and motivated students so that they may learn, interact and pursue their career goals.

The University of New Orleans is a major business driver in metro New Orleans, generating a total economic impact of \$470.5 million for metropolitan New Orleans in the 2014-15 fiscal year. As a global community asset, we offer a wide array of relevant, undergraduate and graduate academic programs and world-class research opportunities. We proudly contribute to the industry, culture and economy of the New Orleans region and beyond.

Nationally Ranked

Our students come here for a number of reasons, but on the top of that list is the high quality education we provide. We're proud to be named one of the nation's best colleges by *The Princeton Review*, *Forbes*, *U.S. News & World Report* and one of the top 1,000 universities in the world by the Center for World University Rankings. We are also classified by the Carnegie Foundation as a Doctoral University with Higher Research Activity, one of only two in the state of Louisiana. The University's rankings are a testament to the students we attract and the quality of our faculty.