

University of Houston – Clear Lake

Position Description

Job Title: **Reference & Instruction Librarian**

Job Code: **2502**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master of Library Science (MLS) from an American Library Association (ALA) accredited institution.	
Experience	Four years academic or public library experience.	Academic Library experience in providing reference and instructional services.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position provides general reference services to UHCL students, staff, faculty, JSC employees, and community users including area's community college students. The incumbent of this position acts as faculty liaison and is responsible for collection evaluation and development of both print and electronic materials. Meeting faculty request in teaching subject specific library research skills or providing bibliographic instruction in a class setting is also a part of this position. As a member of the Public Services professional team, this position participates in library planning and policy implementation.

Duties and responsibilities

% Time

Answers reference/procedural/directional questions either in person, by phone, email or online chat; gives instruction on the use of library catalog and electronic databases, periodical indexes and other reference materials on one-on-one basis; teaches classes on the use of reference materials, library catalog and electronic databases; prepare documentation to assist library patrons in using the library; conduct individualized one-on-one research consultation with faculty, students, and staff on an appointment basis	60
Develop library online collection; checks electronic products and services; review and recommends databases and Internet links to be added to the library web page; participates in the library web committee to select, organize and present the online resources to the inhouse and remote library users; responsible for the creation, updating, and maintenance of several library subject specific sites.	15
Serves as library representative university's self-governance committee. Also serves in various library committee such as laptop committee, new program taskforce, search committee, etc. Works as a team member of Public Services in implementing library policy. Assists with special projects. Review library new purchases, designates titles to the reference collection. Updates looseleaf reference materials.	15
Develops library print material collection; checks book review publications and electronic collection development tools such as Title Source II, ChoiceReviews.com in the subject areas of Chemistry, Physics, Biological Science, Mathematics, and Statistical Sciences; initiate purchase orders for new books to be added to the collection.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.