I. DEPARTMENT: University Libraries

II. POSITION: Visiting Faculty Librarian, RIS

III. CLASSIFICATION: Limited Term Appointment

IV. NAME OF INCUMBENT: Vacant

V. JOB PURPOSE: This non-tenure track faculty position is a member of the team that provides direct user assistance at the Research and Information Services (RIS) Desk and delivers individual and group instruction. The incumbent contributes to the mission of the University and the University Libraries by helping library users to identify, access, and interpret information resources that support their teaching, learning, and/or research. S/he will assist with the use and understanding of all Libraries’ resources, regardless of format. He/she also participates in the Libraries’ Collection Development program.

VI. DUTIES AND RESPONSIBILITIES

A. Provides direct user assistance as part of the RIS Desk team.
   1. Provides general reference service to users, in-person and by telephone, at the RIS Desk as scheduled, including some evenings and weekends.
   2. Provides back-up and assistance for other members of the RIS team as needed.
   3. Provides general reference service to users through Chat and/or email.
   4. Assists library users with making the best use of available Libraries’ resources to support their teaching, learning, and/or research.
   5. Stays abreast of policies, procedures, and practices related to the RIS Desk.

B. Participates in the University Libraries’ user instruction program.
   1. Teaches formal scheduled classes in the use of Libraries’ resources and services.
   2. Collaborates with classroom faculty, in advance of class meetings, to tailor classes to meet the needs of the particular course.
   3. Provides informal instruction in the use of Libraries’ resources and services at the RIS Desk and during outreach events.
   4. Creates online tutorials and subject guides for Libraries- and/or research-related resources and topics.
   5. Helps develop and implement assessment of instruction-related activities.
   6. Stays abreast of policies, procedures, and practices related to the Libraries’ Instruction program.
   7. Works with colleagues to conduct tours appropriate for a variety of on- and off-campus constituents.

C. Participates in the University Libraries Collection Development program.
   1. Serves as the primary point of contact between the library and the faculty in the department(s) to which he/she is assigned as Library Liaison.
   2. Builds and maintains good working relationship with the faculty in the teaching department(s) to which he/she is assigned.

Created: November 2015

Visiting Faculty Librarian, RIS
University of Memphis  
University Libraries - Position Description

3. Selects and submits orders for resources, in all formats, appropriate to be added to the Libraries’ collections to support the teaching and research that occur in the department(s) to which he/she is assigned.
4. Conducts discipline specific instructions sessions for the classes in the department(s) to which he/she is assigned.
5. Makes meaningful referrals to other faculty or staff within the Libraries when appropriate.

D. Participates in Department-wide projects and activities.
   1. Participates in meetings and training sessions of the RIS Team and/or the department.
   2. Participates in accomplishing work of the entire department including Government Publications and the Learning Commons.
   3. Stays informed about and participates in the current and ongoing work of the department.
   4. Maintains and reports statistics relevant to his/her work.
   5. Uses available technology to accomplish tasks related to his/her work.

E. Performs other duties as assigned
   1. Undertakes other duties as assigned by the Department Head and/or Dean of University Libraries.
   2. Participates on library committees or task forces as appropriate.
   3. Participates in library-wide projects as needed.

VII. DIRECTION RECEIVED
    Reports to the Department Head, Research and Instructional Services

VIII. DIRECTION GIVEN
      May supervise library assistants and/or students workers in the department at the request of the Department Head.

IX. JOB SPECIFICATIONS
    Requires an M.L.S. degree and appropriate, relevant library work experience.

X. SPECIAL CONDITIONS
    This is a non-tenure-track, full-time, 12-month, position appointed for one year. This appointment is renewable. The normal work schedule will entail thirty-seven and a half hours per week. The specific work schedule will vary depending on the needs of the department. Some evening and weekend hours may be required. Workdays and schedule may vary occasionally to accomplish specific departmental needs.

XI. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

A. Knowledge of the principles and practices of information literacy, user instruction, and reference services.
B. Experience in instruction or training as an instructor or trainer.
C. Experience using current technology to deliver or enhance teaching, learning, and/or user services.
D. Experience with providing direct user assistance in a customer-focused environment.
University of Memphis
University Libraries - Position Description

E. Familiarity with issues involved in developing, delivering, and assessing user instruction.
F. Ability to work independently and as a part of a team in a collegial environment.
G. Ability to supervise the work of others.
H. Good oral and written communication skills.
I. Good interpersonal skills and demonstrated commitment to public service.
J. Forward-thinking self-starter, who is able to cope with change in the work environment.
K. Must be able to assume responsibility and accomplish goals with little or no supervision.
L. Ability to work effectively with a highly diverse group of faculty, staff, students, coworkers and the general public, in a courteous and professional manner.
M. Must have good problem-solving skills and exercise sound judgment in dealing with a variety of issues.

XII. WORKING CONDITIONS
Technologically oriented academic research library where the RIS team is an important part of the forward face of the organization. Position has an extensive public service component requiring regular interaction with the general public in person, by telephone, and/or electronically. Position requires some standing, walking, bending, stooping, and reaching to access material to be used in responding to user inquiries. Must be able to lift and carry at least 20 pounds. Position may require travel to other locations to address user needs as well as to participate in appropriate professional activities.