

- I. DEPARTMENT: University Libraries
- II. POSITION: Lambuth Campus Librarian
- III. CLASSIFICATION: Faculty - Clinical Assistant Professor
- IV. NAME OF INCUMBENT: Vacant V. POSITION No.: 0016544

VI. JOB PURPOSE:

This clinical faculty position provides leadership and direction for the delivery of library services on the Lambuth Campus. As a member of the University Libraries' Faculty, he/she coordinates collection development activities, coordinates the Library User Instruction offerings on the Lambuth Campus, and serves as library liaison to the teaching faculty on the Lambuth Campus.

Their responsibilities focus on coordinating support and services to library users on that campus. They are responsible for ensuring that library services on the Lambuth Campus are coordinated with those offered on the main campus in Memphis. The Lambuth Campus Librarian is responsible for coordinating the scheduling of coverage of the library's service desks. They supervise the personnel of the Lambuth Campus Library and coordinate the delivery of training for full-time and part-time staff of that library.

The specific duties, tasks, and responsibilities of this position are subject to change as technology advances and the needs and interests of the University Libraries, and the University of Memphis evolve over time.

VII. DUTIES AND RESPONSIBILITIES

- A. Assumes responsibilities as a Clinical Faculty Librarian in one of the departments of the University Libraries.
1. Supervises staff assigned to the Lambuth Campus Library.
 2. Coordinates the work and the interrelationships of the team providing direct users assistance to library users.
 3. Manages the schedule and the process that ensures appropriate coverage at the service desk(s) during library service hours.
 4. Serves as the Libraries' liaison to other offices and units on the campus on matters related to the Lambuth Library
 5. Collaborates with the Health Sciences Librarian to assure the availability and integration of relevant nursing and related health information resources.
 6. Represents the University Libraries in general, and the Lambuth Campus Branch specifically in the development of on-campus programs such as the Doctor of Physical Therapy and other programs as they become known.
 7. Prepares and/or interprets management reports related to the use of the services and resources of the Lambuth Library.
 8. Develops mechanisms for evaluating the effectiveness and efficiency of the Lambuth Library.
 9. Coordinates ongoing training and/or skill development for members of the team staffing the library.
 10. Participates in providing user assistance as part of the team staffing the Lambuth Campus Library.
 11. Maintains regular and open communication with library personnel and/or departments on the Memphis Campus.

12. Participates in developing, implementing, and assessing the University Libraries' User Instruction Program including formal classes, tours, and online tutorials.
13. Participates in the development and management of course materials (print and electronic) supporting the instruction program.
14. Develops and delivers user instruction in ways that best meet the needs of Lambuth Campus users.
15. Communicates library resources and services to the Lambuth campus community.
16. Maintains the Lambuth Library Archives in coordination with the Special Collections department.
17. Coordinates the circulation of print materials and equipment at the Lambuth Campus Library.
18. Directs the operations of the Lambuth STEM Hub Lending Library housed within the Lambuth Campus Library.

B. Participates in faculty governance and provides input into library decision-making.

1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
2. Stays abreast of current trends and best practices in areas of responsibility and takes steps necessary to integrate these into the University Libraries as appropriate.
3. Serves as collection developer and library liaison for academic departments located on the Lambuth Campus.
4. Serves on committees and task forces in the libraries, on campus, and throughout the region.
5. Participates in the Libraries' Instruction Program teaching library skills to undergraduate and/or graduate classes.
6. Participates in the Faculty Senate and other campus-wide faculty activities as opportunities present themselves.

C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission.

1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship, the broader field of information sciences, or another established area of focus and expertise.
2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
3. Seeks opportunities to publish research findings in professional publications and to make formal presentations at professional meetings.
4. Participates in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.

D. Performs other duties as assigned.

1. Participates in library-wide projects and activities as needed.
2. Undertakes other tasks assigned by the Executive Director of University Libraries.
3. Serves on Libraries and/or University committees and task forces as assigned.

VIII. DIRECTION RECEIVED:

Reports to the Executive Director of University Libraries.

IX. DIRECTION GIVEN:

Supervises the work of the staff assigned to the Lambuth Campus Library

X. JOB SPECIFICATIONS:

This is a non-tenure-track clinical faculty position that is renewable annually based on successful evaluations. The position requires an ALA accredited M.L.S or equivalent degree. Faculty members are

expected to conduct research, provide professional service, and publish their work in appropriate professional publications.

XI. SPECIAL CONDITIONS:

This position requires a varying work schedule and may include some evening and weekend hours. While a typical schedule might be 8 am -4:30 pm, Monday through Friday, the specific work schedule may change from week to week depending on the demands of the responsibilities of the position.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Experience in a public service role preferably in an academic library.
- B. Knowledge of the principles and practices of high-quality customer service.
- C. Comfort and dexterity working with automated systems and putting them to use in a work setting.
- D. Ability to supervise the work of others.
- E. Strong oral and written communication skills.
- F. Must have good interpersonal skills and demonstrate a commitment to public service.
- G. Good organizational skills.
- H. Must be a self-starter and able to work independently as well as a part of a team in a collegial environment.
- I. Must be able to assume responsibility and accomplish goals with little or no supervision.
- J. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that demonstrates commitment to continued professional growth.
- K. Ability to work effectively with a highly diverse group of faculty, staff, students, public, and coworkers in a courteous and professional manner.
- L. Must have good problem-solving skills and exercise sound judgment in dealing with a variety of issues.

XIII. WORKING CONDITIONS:

Technologically oriented academic research library with some similarity to an office environment. The position is based on the campus in Jackson Tennessee; however, it might be necessary for the incumbent to periodically travel to the Memphis campus in order to fulfill the responsibilities of the position. This position has a public service component requiring regular interaction with the general public in person, by telephone, and/or electronically. The position requires some standing, walking, and reaching in order to assist library users. The position might require the lifting of library materials weighing up to 25 pounds and the pushing and/or pulling of wheeled book carts that might weigh as much as 300 pounds. The position requires some travel to participate in professional meetings and appropriate professional development activities.

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