I. DEPARTMENT: University Libraries – Library Information Systems

II. POSITION: Assistant/Associate Professor
   [Internal title: Systems Librarian]

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant

V. POSITION No.: 003231

VI. JOB PURPOSE:

This is a nontenure track Library Faculty position that provides leadership and direction for the management and supervision of the University Libraries’ information systems platforms including, but not limited to, the integrated library system (currently III/Sierra including catalog and OPAC), Springshare/LibGuides/Apps, EZProxy, and the discovery platform (currently EBSCO Discovery Service). Responsibility is exclusive of the institutional repository, UL web interface, and digital commons.

This position is responsible for assuring the maintenance, development, and quality of the underlying bibliographic database and works closely with other faculty and staff to achieve those goals. May exercise supervisory and workflow responsibilities for cataloging personnel as needed and directed. May exercise supervisory and workflow responsibilities for information systems personnel as needed and directed. In as much as the Libraries’ systems underlie nearly all functions, services, and staff work of the Libraries, this position’s purpose is inherently collaborative and collegial in focus, support, and administration of many areas of functionality.

As a member of the University Libraries’ faculty, he/she participates in faculty shared governance, the Collection Development Program and serves as Liaison Librarian to one or more academic department(s). The incumbent may participate in the Libraries’ instruction program. Libraries’ faculty may teach credit classes and are eligible for promotion in rank.

Combining their practical and theoretical knowledge of library practice and the underlying principles with his/her technical expertise, they provide advice and consultation to departments and/or individuals in maximizing the use of the ILS to accomplish the work of the University Libraries. The Systems Librarian is a faculty member in the Information Access Services (IAS) Department and participates fully in the programs and services of that department including the maintenance and support of appropriate services. They participate in planning and determining strategic directions for the IAS Department.

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 librarian in one of the departments of the University Libraries.
   1. Provides leadership in planning, support, and implementation of the University Libraries’ Integrated Library System (ILS) and its continued upgrades. [Currently: III, Sierra]
2. Applies their theoretical knowledge of library principles to planning for and implementing the various components and functions of the Libraries’ integrated library system.

3. Serves as the University Libraries advisor and consultant, in collaboration with Information Technology Services and its various units, to monitor, maintain, evaluate, recommend, or otherwise advise on best practices, system enhancements, equipment specification and program development as needed or assigned.

4. Serves as the principal liaison with the Libraries’ assigned Local Technical Support Providers to ensure all workstations and assigned equipment and peripherals are appropriate to the need and makes relevant, informed recommendations as appropriate.

5. Coordinates the work of the various specialists, vendors, and practitioners who provide advice and feedback on the ILS and assist with implementing changes.

6. Serves as the leader of the Integrated Library System Advisory Council [ILSAC] which advises, guides, and implements developmental and procedural changes in the ILS as used for the benefit of the University Libraries and our system partners.

7. Assumes responsibility for the development and maintenance of the ILS Web interface, also known as the online public access catalog (OPAC).

8. Applies the principles of information storage and retrieval, bibliographic record structures, and organization of information to inform their planning for the ILS which must support the needs of diverse users exhibiting variant skills and abilities with inquiry and research methodology.

9. Manages the preparation and execution of file and database uploads using knowledge and skills of data profiling and cataloging requirements for all units in the University Libraries as needed and directed.

10. Represents the libraries with local and regional groups addressing matters related to the Integrated Library Management System.

11. Prepares appropriate reports related to the ILS, its operation, and implementation.

12. Maintains good working relationships with appropriate personnel at partner libraries, the ILS vendor, other libraries, and collaborates with other university technical support personnel as appropriate.

13. Participates in accomplishing the work of the various projects and activities undertaken by the Information Access Services Department on behalf of the University Libraries.

14. Assumes responsibility for the UL license and contract with Springshare, providing leadership and support for the available platforms, i.e., LibGuides, LibCal, etc., and communicates relevant and timely contractual information.

15. Assures functional and content integration between the ILS and implemented discovery platforms, supporting the electronic resources available.

16. Participates in troubleshooting users’ technical problems as part of the Information Access Services Department in cooperation with the Electronic Resources team.

17. Assumes responsibility for the maintenance and development of the EZ-Proxy server’s configuration. Collaborates with ITS/Enterprise Infrastructure Services for the software and OS upgrades and security.

18. Serves as a service administrator for appropriate services, not limited to the ILS, supported by the Information Access Services Department.

19. Participates in planning, development, and implementation of the services and activities of the Information Access Services Department.

20. May participate in the Libraries’ instruction program.

21. Participates in the Libraries’ reference services either in-person or virtually including chat, research consultations, and course embedding.
22. Serves as a Library Liaison to one or more academic departments and participates in collection development initiatives as appropriate.

B. May provide leadership for or assist with the collection, reporting, and assessment of various metrics for University Libraries’ activities in one or more of the following ways:
   1. Collaborates with University Libraries personnel to design and implement quantitative and qualitative library assessments to identify user needs, demonstrate library impact, improve services, and inform decision-making related to the University of Memphis Libraries.
   2. Assists University Libraries and University administrators with collecting statistics and preparing reports for various accrediting organizations, such as ASERL, IPEDS, and other internal and external parties.
   3. In collaboration with other University Libraries departments, leads the creation of visualizations and strategies intended to communicate University Libraries data, assessment results, and other related information to guide strategic decision making.
   4. Develops and maintains ongoing processes and tools for the collection, storage, and analysis of University Libraries data.

C. 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 on committees and task forces in the Libraries, on campus, and throughout the region.
   4. Participates in the Faculty Senate and other campus-wide faculty activities as opportunities present themselves.

D. 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 or the broader field of information sciences.
   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 his/her professional expertise and contribute to his/her overall effectiveness as a faculty member.

E. Performs other duties as assigned.
   1. Participates in library-wide projects and activities as needed or assigned.
   2. Undertakes other tasks assigned by the Dean/Executive Director or the Associate Dean of University Libraries or their assigns.

VIII. DIRECTION RECEIVED:
Reports to Head, Information Access Services and/or designee.
IX. DIRECTION GIVEN:
Supervises the work of the staff involved in Information System support. May supervise cataloging personnel or direct the workflow of that activity area in the absence of a Catalog & Metadata Librarian, as related to the continuous development of the bibliographic database.

X. JOB SPECIFICATIONS:
This is a full-time, 12 month, nontenure track, faculty position that requires an ALA accredited MLS and appropriate, relevant library work experience. Faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications. A second graduate degree is recommended for promotion.

XI. SPECIAL CONDITIONS:
This position requires a varying work schedule and may include some scheduled evening and weekend hours. The specific work schedule may change from week to week depending on the demands of the responsibilities of the position. This position is exempt from wage and hour restrictions. Faculty are expected to work to the fulfillment of their duties and responsibilities as identified in the position description. The expectation is that University faculty will fulfill their work obligations on campus.
To fulfill the mission and purpose of the University of Memphis, the specific tasks and responsibilities of all positions may be modified as the needs of the University Libraries change, and technology evolves.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS
A. Knowledge of the principles and practices of Integrated Library System management.
B. Experience working with one or more large scale Integrated Library System, currently Innovative Interfaces’ Sierra.
C. Advanced technical knowledge and expertise as well as theoretical and applied understanding of the roles and functions of an academic research library serving an intellectually and scholastically diverse community.
D. Knowledge and experience with large scale, networked, integrated, library-specific information systems.
E. Knowledge of bibliographic record structures that translates into effective planning for optimal functionality of the integrated library system.
F. Thorough knowledge and understanding of bibliographic database structures and current cataloging practice and supporting utilities.
G. Familiarity with and/or experience with web design and/or development.
H. Familiarity with the components of information access equipment and technologies.
I. Ability to supervise the work of others.
J. Good and demonstrable oral and written communication skills.
K. Must have good interpersonal skills and demonstrate a commitment to public service.
L. Must be a self-starter and able to work independently as well as a part of a team in a collegial environment.
M. Must be able to assume responsibility and accomplish goals with little or no supervision.
N. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.
O. Ability to work effectively with a highly diverse group of University faculty, staff, students, public, and coworkers in a courteous and professional manner.
P. 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 where the ILS is the primary gateway to the vast resources available to students, faculty, and the broader community. Position relies on extensive technical expertise but has a public service component requiring regular interaction with the public in person, by telephone, and/or electronically. Position requires some standing, walking, stooping, crawling, and reaching in order to solve user problems. Responsibilities require handling and manipulation of heavy, yet sensitive, electronic equipment and careful connection of delicate component parts. Individual must be able to lift up to 30 pounds. Position requires travel to other locations to assess and plan for needs of branch libraries and/or partner libraries, as well as provide relevant training as needed.

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