AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Access and Instruction Librarian
DEPARTMENT: Library
REPORTS TO: Library Director
FSLA STATUS: Exempt
DIRECT REPORTS: Student Workers

SUMMARY: The Access and Instruction Librarian oversees all circulation functions, manages part-time circulation staff, supervises the print collection, and provides user training and reference assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Access
- Manage all aspects of circulation (including print reserves and inter-library loan)
- Hire, train, and schedule the work of part-time staff
- Review and develop policies, procedures, and rules in consultation with the director of the library
- Troubleshoot patrons’ access of electronic resources
- Manage stacks, including shelving, shifting, and deaccessioning materials
- Manage all public spaces in the library including building hours, room and event reservations, assignment of closed study carrels, and updating signage
- Compile statistics tracking library use
- Consistently enforce library policies, procedures, and rules

Instruction
- Provide effective user training for students, including one-on-one instruction, collaboration with faculty on in-class presentations, and creation of online tutorials
- Assist patrons in use of the discovery service and databases
- Conduct reference consultations with students and faculty

SECONDARY DUTIES AND RESPONSIBILITIES
- Participate in library planning
- Develop professional knowledge and skills
- Design, install, and publicize library exhibits
- Oversee preservation of print items
- Serve, when appointed, on seminary committees

MINIMUM QUALIFICATIONS
Education: Master of Library Science (or equivalent) from a school accredited by the American Library Association. Background in religious studies preferred.

Certifications/Training: None
Special Requirements/
Skills: Strong oral and written communication skills
Strong interpersonal and customer-service skills
Ability to use library-specific software and services (including the Voyager ILS, EBSCO Discovery Service, OCLC WorldShare ILL)
Knowledge of scholarly resources for the study of Christian theology and ministry
Familiarity with biblical Hebrew and Greek and Accordance Bible Software or BibleWorks a plus
Ability to effectively use standard office software

PHYSICAL DEMANDS: The physical demands described here are representative for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms, and lift boxes of up to 20 pounds. The employee is required to spend extended periods of time looking at computer screens.

Disclaimer: The statements herein are intended to describe the general nature and level of work performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as exhaustive. Management may change the duties and responsibilities at their sole discretion and may request the employee to perform duties not listed on the job description. This job description is not a “contract” between the incumbent and the employer.

Employee: ________________________________ Date: _______

Supervisor: ________________________________ Date: _______

Human Resources: __________________________ Date: _______

Revised and approved 02/18/2019