



# Dartmouth College

**Title:** Business-Engineering Librarian

**Position #:** 019302, 052301, 085501  
614300, 184601

**Department:** Library - Feldberg Business & Engineering Library

**Category:** Exempt

**Reports to:** Feldberg Librarian (028901)

**Level:** DRM B, C or D, or PDL A

**Date:** April 2003

## Position Purpose

To provide information, education, collections and liaison services to Dartmouth College faculty, students and staff. Core user groups include the Tuck and Thayer Schools, interdisciplinary programs, centers and research groups.

## Key Accountabilities

### *Outreach, Marketing and Publicity*

- Develops and maintains working relationships with faculty, students and staff concerning information resources, services and programs.
- Develops knowledge of the curricular and research interests of faculty, postdoctoral and research associates.
- Works collaboratively with Library colleagues, and through the faculty liaison program, to promote library resources and services and deliver innovative programs in support of research and teaching.
- Communicates and works with a diverse user population and is sensitive to the varying needs of a diverse community.

### *Collection Development and Management*

- Develops and manages collections in business administration and engineering science to support research, teaching and learning.
- Works with faculty and with bibliographers, especially in related disciplines and interdisciplinary subjects, to insure coordination of collection development and management decisions (e.g. resource cost sharing, weeding, location decisions, transfers etc.)
- Participates in activities such as building subject guides, organizing information resources, and developing digital tools to support course work and research.

### *Reference and Information Services*

- As a member of the Feldberg information services team, provides reference services and supports research, teaching and student learning.
- Provides services to support faculty and student work: citations analysis, literature searching, thesis research, etc.

### *Instruction*

- Provides instruction and orientation to faculty, students and staff.
- Helps library users identify and gain access to content, services and tools supporting their work, and collaborates with Library colleagues to develop and promote these to the campus community.
- Identifies and organizes content, and develops subject guides that meet faculty and student information needs.

*Digital Library Development*

- Collaborates with colleagues to organize and make accessible digital collections in business and engineering, and related interdisciplinary subjects.
- May have an explicit work and time assignment to the Digital Library.

*Library Management*

- May supervise one or more non-exempt staff and may have information resource budget oversight and responsibility.
- Participates in staff education and training to insure that staff so they can provide basic reference services as necessary.
- Participates in Library-wide activities and projects, as assigned, and works collaboratively with colleagues on Library projects.

*Other*

- Performs a variety of professional duties in support of the mission of the Library and the College.

**Position Requirements**

<b>Skills &amp; Knowledge</b>	<b>Experience</b>	<b>Education</b>
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Excellent oral and writing skills, and the ability to train and teach</li> <li>• Strong commitment to outreach and proactive user service</li> <li>• Ability to work collaboratively with colleagues in a team environment</li> <li>• Demonstrated ability to work effectively with faculty and students</li> <li>• Commitment to diversity and to serving the needs of a diverse population</li> <li>• Familiarity with the use and application of information technologies in a networked environment</li> </ul>	<ul style="list-style-type: none"> <li>• Librarian I: 0-3 years post-graduate experience in an academic or research library in a relevant subject area.</li> <li>• Librarian II: 4-6 years post-graduate experience in an academic or research library in a relevant subject area</li> <li>• Librarian III: 6-11 years post-graduate experience in an academic or research library in a relevant subject area</li> <li>• Librarian IV: 11+ years post-graduate experience in an academic or research library in a relevant subject area.</li> <li>• Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• ALA/MLS or equivalent graduate degree; subject expertise or advanced degree in an appropriate discipline preferred.</li> </ul>