

Upper School Librarian

Location: **Upper School**
 Job Code: **148**
 # of openings: **1**

Description

At Lakeside School, we are focused on developing global citizens, educational excellence, and building a diverse community. If you share these same values, you should consider Lakeside as your next employer.

Lakeside is an independent coeducational day school located on a beautiful campus in North Seattle. We are currently recruiting for a full-time (1 FTE) **Upper School Librarian**.

Responsibilities:

- Collaborating with English and History teachers on developing information literacy and research lessons associated with classroom projects
- Teaching students, through formal and informal instructional methods, how to successfully navigate the research process
- Leading major initiatives on behalf of the library, for instance developing a pilot program to incorporate ebooks into the collection, running media literacy workshops for faculty and systematically weeding the print collection
- Supervising library spaces so that student behavior supports the library's academic purpose
- Working in partnership with the library team on vision, collection development and programming
- Acting as an advisor to between eight to ten Upper School students
- Participating in the life of the school community which includes assuming at least one additional out-of-the library duty, such as advising a student club, joining a committee, etc.

Requirements:

A successful applicant will have a MLIS degree, at least five years of experience in a library related field and a strong background with technology. Individual must have strong presentation and teaching skills paired with keen interpersonal skills and a sense of humor. A love of teenagers and an appreciation for the absurdity of their lives is a necessity.

Candidates must be able to work to develop 21st century critical thinking skills in our students as they navigate a media rich world; provide ideas and suggest resources to enrich and support the educational program of the school; supply students and teachers with materials and access to information to enable them to contribute to a sustainable, global society; work to develop a collection representing diverse cultures, experiences and viewpoints; and encourage students to take responsibility for their learning and to develop an appreciation for libraries that will facilitate lifelong learning.

Salary & Benefits:

Lakeside School offers faculty, staff and administrators salaries competitive with other independent schools and non-profit organizations both locally and nationwide. Lakeside also provides employees with comprehensive health, dental and disability insurance, as well as a generous retirement plan through TIAA-CREF. Other benefits include access to funds for professional development, down payment assistance program for first time home buyers in the Seattle area, and school-provided lunch prepared by a professional chef.

Additional Information:

Lakeside School was founded in 1919, and currently enrolls 793 students in grades 5 through 12, 40% of which come from ethnically diverse backgrounds. The school currently employs 196 regular faculty, administration and staff employees and an additional 300 limited duration employees that make up the school's athletic coaching staff, band and orchestra coaching staff, outdoor and global service learning trip leaders and various academic and enrichment summer programs.

Lakeside School is an Equal Opportunity Employer seeking to further diversify its workplace.

SUMMARY

The Serials Solutions Software Support Specialist is responsible for first-level support of Serials Solutions products. Clients are primarily systems, technical services and serials librarians at client libraries who are responsible for loading and maintaining their customized Serials Solutions products. The position's main purpose is to diagnose and resolve both technical and non-technical support queries. Software Support - Tier 1 will answer emails and phone calls, escalate bugs and enter feature requests, troubleshoot issues and propose improvements to support materials and processes. This position will require knowledge of all Serials Solutions products and data and how they interact with each other, as well as a broad understanding of electronic serials, URL structure (and construction) and Electronic Resource and Management Systems in general.

Bilingual skills desired; English PLUS ONE OR MORE of the following:
Italian, French, German, Spanish, or Portuguese

ESSENTIAL JOB FUNCTIONS

- Provide and sustain a high level of customer service
- Provide technical support to Serials Solutions customers
- Responsible for providing first line, Tier 1 customer support to the customer base and local distributors (if applicable) for online products and services
- Responsible for handling incoming service requests (telephone, email etc.) in accordance with Serials Solutions standards
- Work closely with local distributors to support clients in their region
- Initiate contact with clients and distributors as appropriate, including but not limited to training, issue resolution follow-up, and general consulting
- Troubleshoot technical and non-technical issues, research issues and follow up with Serials Solutions staff
- Escalate queries, bugs and feature requests as appropriate; work with other Product Support teams on such requests as needed
- Assist clients in customizing and optimizing their hosted products, including special requests and library-specific needs
- Propose product support materials and processes as needed to enhance product support capabilities
- Own the client implementation process of the core Serials Solutions products
- Follow up with new clients who haven't completed product implementation
- Handle special requests and library specific needs
- Work with regional Sales team to ensure a high level of client retention
- Other duties as assigned

QUALIFICATIONS**Required:**

- BA/BS degree
- Experience handling technical and/or customer support issues
- Experience with HTML and CSS
- Ability to learn and adjust to new things very rapidly
- Strong multi-tasking and organizational skills. Great attention to detail
- Must be a self-starter and have the ability to work independently or as part of a team
- Good interpersonal skills: gets along well with others
- Excellent written and oral communication skills

- Shares knowledge readily and recognizes own need to learn
- Good time management and punctuality
- Proven skills with MS Office Suite of products

Preferred:

- MLS or MLIS from ALA accredited institution, or equivalent experience
- Multilingual, English and other language in the region
- Experience with library OPACs and other bibliographic records systems desired
- Experience teaching or training others, especially in a technical context
- Experience with JavaScript and XML
- Understanding of electronic journals and databases
- Experience using academic search engines
- Experience writing support documentation

Interested and qualified individuals must apply directly using the following link:

<http://www.cytiva.com/pquest/detail.asp?pquest1004>

Or through the Careers search feature of the ProQuest website:

<http://www.proquest.com/en-US/>

>>About Us

>>Careers

Position Vacancy Collection Management/Cataloging Librarian

Westminster College, New Wilmington, PA, is seeking a self-motivated and creative person for the position of Collection Management/Cataloging Librarian.

The successful candidate will have primary responsibility for collection management, including selection, acquisition, assessment of the collection, liaison with academic departments, stack management, and supervision of circulation operations and personnel. Cataloging, as the secondary responsibility, includes original and complex cataloging as well as supervision of the technical assistant and student staff. In addition the successful candidate will assist in the overall service program of the library, including participating in reference and instruction, along with promoting library service.

An MLS from an ALA-accredited institution is required. Cataloging and academic library experience is preferred. Candidates should have a strong public-service orientation, be capable of working effectively as part of a team, as well as independently, and be able to manage a complex workload in a timely manner. Excellent oral and written communications skills are required.

This is a ten-month tenure-track appointment which will begin July 1, 2011. Rank and salary are negotiable, based on experience. The successful candidate will be subject to a background check as a condition of employment.

Applications are due by **March 4, 2011** and may be sent via regular mail or emailed to mspinney@westminster.edu. Please include a cover letter, vita, and the names and contact information for three professional references and send to:

Miss Molly Spinney, Head Librarian
Westminster College
319 South Market Street
New Wilmington, PA 16172

EOE

U.S. GOVERNMENT INFORMATION AND LAW LIBRARIAN

The University of California, Santa Barbara, one of the ten campuses of the UC, is looking for a **U.S. Government Information and Law Librarian**. The successful candidate must be innovative, creative, energetic, self motivated and service oriented.

RESPONSIBILITIES:

Reporting to the Head of the Reference Services Department and participating in the Social Sciences Collection Group, the librarian has responsibility for reference and research consultation, instruction and collection management for United States Government Information and Law.

Works individually and as part of a group to provide reference and instructional services to students, faculty, staff, and the university community for all disciplines in the humanities and social sciences, including scheduled Reference/Information desk service, electronic reference service, research consultation and a host of instructional programs. Includes some evening and weekend hours.

The incumbent participates in the Library's instruction program, teaching course integrated classes and library credit bearing courses in information research methodology. Responsible for the development and maintenance of printed and electronic guides to library resources in U.S. Government Information and Law.

Responsible for all aspects of collection management and development for U.S. Government and Law including selection of information resources, storage and weeding decisions, faculty liaison, collection interpretation, evaluation, budgetary management and resource sharing. Acts as the UCSB Library liaison to the U.S. Government Printing Office Federal Depository Library Program.

QUALIFICATIONS:

Required:

Required – ALA accredited MLS. Academic background and/or knowledge of government information and law sources. Demonstrated reference experience in general and/or specialized reference services. Strong commitment to excellence in public service and the ability to work in a dynamic and challenging academic setting. Ability to work effectively with faculty, students, staff, and community users. Interest and enthusiasm for keeping abreast of current and evolving technologies. Excellent oral, written and interpersonal communication skills.

Preferred:

Degree and/or relevant experience in Political Science, U.S. History or related disciplines. Experience with designing and maintaining print and electronic information resources.

ENVIRONMENT:

The UCSB library is committed to the pursuit of excellence, diversity, innovation, and collaboration. The Library is an active partner and full participant in the educational journey of discovery that centers on research, scholarship, creativity, and a dynamically evolving teaching and learning environment. Among the most prestigious research libraries in the country, the library collections include over two million volumes, digitized collections, government documents, sophisticated electronic resources, and numerous Special Collections. The Library is a United States Federal Depository Library. The Library's memberships include ARL, CRL, CLIR, and SPARC. The Library is also an active participant in the California Digital Library. Central to the campus skyline as well as to its mission, the UCSB Library takes pride in providing outstanding service to all its clientele. The Library is especially interested in candidates who can contribute to the diversity and excellence of the academic community through collaboration, outreach, teaching, and service.

UC, Santa Barbara occupies a picturesque 989-acre palm and eucalyptus lined plateau overlooking the Pacific Ocean. UCSB joined the University of California system in 1944. The University of California is widely recognized as the preeminent public university system in the world. UCSB is ranked as a category 1-research university by the Carnegie

Commission, and is an elected member of the Association of American Universities. Offering a full range of undergraduate and graduate degrees, the campus serves some 22,000 students and has over 1100 full time faculty, including members of leading academic societies as well as fellows and winners of national academic honors and Nobel Prize Laureates. US News & World Reports guide to "America's Best Colleges" ranks UCSB as one of the best public universities in the nation.

SALARY AND BENEFITS:

Salary commensurate with qualifications, minimum \$47,087. Librarians at the University of California, Santa Barbara are professional academic appointees who accrue vacation at the rate of two days per month and sick leave at the rate of one day per month. The University has an excellent retirement system which is coordinated with Social Security. A selection of group health, dental, vision, and life insurance plans are offered by the University.

Consideration of applications begins immediately and continues until **February 11, 2011**. Send cover letter, resume, and the names, addresses, telephone numbers and email addresses of three references to:

Detrice Bankhead
Associate University Librarian, Human Resources
Davidson Library
University of California
Santa Barbara, CA 93106-9010

Applications may also be sent via email – bankhead@library.ucsb.edu

Appointment and/or continued employment is contingent on successful completion of a background check.

The University of California, Santa Barbara is an Equal Opportunity/Affirmative Action Employer and invites applications from all who meet the stated qualifications.

Shared Print Analyst, California Digital Library, Collection Development

The California Digital Library's Shared Print unit seeks an analyst to support existing and emerging Shared Print initiatives. We need your expertise to create and sustain shared print activities and partnerships among UC Libraries and with other libraries in the Western Region of the United States. We are committed to helping UC libraries, often in partnership with other libraries, develop, sustain and effectively manage print collections in an increasingly digital age.

Reporting to the CDL Shared Print Manager, the analyst will provide collection analysis and operations support for core Shared Print services, grant funded initiatives and special projects, as they arise. The position is a three (3) year contract position, beginning in January 2011, with a possibility of continuation in the future.

Current services and initiatives include:

- The UC JSTOR Shared Print collection
- The Shared Print for Licensed Content collections
- The IEEE Shared Print Project
- The Western Regional Storage Trust (WEST), supported by a grant from the Andrew W. Mellon Foundation (<http://www.cdlib.org/services/collections/sharedprint/westinitiative.html>)

Specific activities may include:

- Analyzing retrospective print journal holdings for more than 21 research institutions in the Western Region of the United States (WEST) to support selection of future archive materials and Archive Builders.
- Analyzing prospective print serials subscriptions, monograph holdings and other special analysis projects as they emerge.
- Creating, managing and tracking collection descriptions, title lists, statistical data and agreements information.
- Developing a collection voting process and tools to support large scale collaborations
- Maintaining communication and collaboration tools, including websites, wikis, email lists, surveys and others.
- Developing training programs and materials for new methods of collection management (e.g. validation services) and for mediated and unmediated learning environments.
- Traveling to libraries and storage facilities to assist with training library staff.

RESPONSIBILITIES

- Analyze library holdings and create detailed and summary reports
- Coordinate and prepare documentation, lists, reports and statistics for Shared Print initiatives
- Develop and maintain communication and collaboration tools including websites, interactive collection "voting" capabilities, surveys, wikis, email lists
- Develop training modules for new methods of collection management and assist with training library staff including travel to libraries and storage facilities

QUALIFICATIONS

- Very strong MS Excel skills, some SQL skills
- Experience with serials management in libraries, knowledge of library bibliographic data
- Familiarity with library collection analysis tools and principles
- Strong organizational and analytical skills and attention to detail
- Background in library collection development and/or technical services
- Excellent written and verbal communication skills, with a customer service mindset
- Master's degree in Library and Information Science from an ALA accredited institution

ABOUT CDL SHARED PRINT

Shared Print is a unit of the California Digital Library Collection Development program that supports collaboration among libraries to build shared print collections. Shared Print serves the libraries of the ten campuses of the University of California and collaborates extensively on regional and national efforts among research libraries. Learn more:
<http://www.cdlib.org/services/collections/sharedprint/>

ABOUT CDL

The California Digital Library is a dynamic library consortia serving the libraries of the ten campuses of the University of California. It is conveniently located in downtown Oakland.
<http://www.cdlib.org/about/>

To apply, visit <http://apptrkr.com/175322>

The University of California is an Equal Opportunity/Affirmative Action employer.

**Towson University
Albert S. Cook Library**

**Library Residency Program
2011-2013**

The Towson University Library Residency Program seeks an early-career librarian for a two-year residency program to begin July 1, 2011. The program is designed to provide a broad range of experiences in academic librarianship, a supportive environment for professional exploration, and an opportunity for concentrated experience in an area of specialization. The purpose of the program is to help increase the presence of underrepresented groups in academic librarianship and to bring fresh ideas and new perspectives to the library.

Position Description:

The Library Resident will be provided with a wide range of academic librarian experiences to develop and enhance their professional skills and prepare for future career opportunities. Library administrators, faculty, and staff will serve as formal and informal mentors and will help the Resident acclimate to the library, university and Greater Baltimore metropolitan area.

In year one of this two-year residency, the Resident will have significant responsibilities and gain meaningful work experience within three library departments:

- Research, Reference, and Instructional Services
- Technical Services – Collection Development, Acquisitions, Cataloging, and Serials
- Archives and Digital Collections

The Resident will also be involved in library and university committees, develop collegial relationships with faculty outside the library, and participate in professional organizations.

In the second year, the Resident will work with his or her supervisor and mentor to identify a capstone project that is tailored to his or her professional interests and to the needs of the library. A goal of this project is for the Resident, working independently or with a mentor, to develop, complete and report research at a professional conference or in a professional journal.

The Library Resident will be appointed for a two-year term with non-permanent faculty status. Salary is commensurate with that of an entry-level professional librarian. A full benefits package is provided with health insurance and retirement options, and relocation allowance. This position is contingent on the availability of funds at the time of hire.

Required: MLS from an ALA-accredited institution, preferably granted between January 2010 and August 2011. Strong interest in developing a career in academic librarianship; demonstrated commitment to public service and user satisfaction; excellent communication and presentation skills; strong, positive interpersonal skills; enthusiasm for learning new technologies; commitment to professional growth; and ability to work independently as well as collaboratively with colleagues and patrons from diverse backgrounds. For more information about the positions see <http://cooklibrary.towson.edu/employment/employment.cfm>

Towson University: The largest comprehensive university in the Baltimore area, Towson University (www.towson.edu) is nationally recognized for its excellent programs in the arts and sciences, communications, business, health professions, education, fine arts, and computer information systems. As the second largest school within the University System of Maryland, TU enrolls over 19,000 students and offers 62 undergraduate majors, 39 master's programs, and 4 doctoral degree programs. The University is located in the suburban community of Towson, Maryland, eight miles north of downtown Baltimore.

With a staff of fifty including twenty faculty librarians, Albert S. Cook Library houses nearly 700,000 volumes, over 200 databases, and about 40,000 print and electronic journals.

Application Process: Review of applications will begin immediately and continue until the position is filled. Please submit a letter of interest, resume and contact information for at least three professional references. In your cover letter, address the purpose of the residency program, including your experience with diversity. Submit application materials to:

Ms. Diane Cascella
Residency Librarian Search
Albert S. Cook Library
Towson University
8000 York Road
Towson, MD 21252-0001

Electronic applications are encouraged and should be submitted to dcascella@towson.edu

Towson University is an equal opportunity employer and has a strong institutional commitment to diversity.