Access Services Librarian

Department: Woodruff Health Sciences Center Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory University Libraries seek an energetic, service-oriented and collaborative professional to serve as the Access Services Librarian at the Woodruff Health Sciences Center Library. The ideal candidate will be responsible for providing on-demand reference services, overseeing the daily operation of the Information Desk, and directing the circulation and reserve services.

Position Summary
The Access Services Librarian provides on-demand reference services, oversees the daily operation of the Information Desk, and directs the circulation and reserve services. The Access Services Librarian administers the MedRef/AEJ electronic reference service and collaborates with Informationists in the Reference/Instructional Services Department. The Librarian responds to information requests from Emory University/Emory Healthcare faculty, staff, students, researchers, and clinicians.

The Librarian will be a member of the Information Desk, Reference and Instructional Services Department, Woodruff Health Sciences Center Library. She/he will work with a team of Library Specialists and will collaborate with Informationists responsible for biomedical information services. Primary responsibilities include (but are not confined to) the following:

- Monitors information service transactions received by phone or in person at Information Desk and provides follow-up services as appropriate. Responds to complex reference requests utilizing specialized biomedical resources.
- Coordinates MedRef/AEJ services by reviewing transactions received by email, responding to reference-type requests, assigning specialized queries to appropriate Informationists.
- Administers and oversees library circulation and reserve system; able to perform all circulation functions, processes notices and reports, resolves complex circulation problems; responsible for documentation of policies and procedures and training staff.
- Reviews requests for electronic or print reserves, communicates with instructors and provides assistance or training, trouble-shoots problems, coordinates to resolve copyright issues. Identifies current or long-term needs and recommends resources for WHSC Library collection.
- Assists in developing and presenting orientation sessions for new students; may assist in developing online tutorials or guides. May provide EndNote training.
- Oversees administrative operations at Information Desk, including study spaces, public computers, library hours and schedule changes.
Required Qualifications

The following are REQUIRED in all librarian positions.

- ALA-accredited master’s degree in Library and Information Science
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off-campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

- Experience in academic library environment, preferably in reference or user services areas
- Academic degree in science
- Evidence of ability to provide leadership in team environment
- 2 years of library experience

Application Procedures

Applications and nominations for the position are welcome and must be sent to Linda Nodine via email (eul-libjobs@emory.edu). Applications may be submitted as Word or PDF attachments and must include:

1) letter of application describing qualifications and experience;
2) current resume/vita detailing education and relevant experience; and
3) on a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by March 21st will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or contract renewal requires professional involvement and
contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

**Description of Institution and Library**

Ranked as one of the Top 20 universities nationally by U.S. News & World Report in 2012, Emory University is recognized for its outstanding liberal arts college, superb professional schools, and is one of the South’s leading health care systems. Located in Atlanta’s historic Druid Hills suburb, Emory’s beautiful, leafy main campus is home to approximately 7,400 undergraduates and 6,450 graduate students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 24,900. Generating more research funding than any other Georgia institution, Emory University and Emory Healthcare have a combined annual operating budget of $3.5 billion and received $539.7 million in research funding in 2011.

Ranked among the top 25 academic research libraries in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 9 libraries, the holdings include more than 3.4 million print and electronic volumes, 56,000-plus electronic journals, and internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 170 and the overall library budget is approximately $28.5 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Mercer University).

The Emory Libraries include the Robert W. Woodruff Library, which is also home to the Manuscript, Archives & Rare Book Library (MARBL) and the Goizueta Business Library, and the Woodruff Health Sciences Library. Other campus libraries, which serve the specialized and professional schools, include the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

For complete posting, visit this website: [http://web.library.emory.edu/about/employment-opportunities/librarian-positions](http://web.library.emory.edu/about/employment-opportunities/librarian-positions)