

QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Research & Instruction Librarian

Library/Unit: Stauffer Library, Humanities & Social Sciences

Term: 2 years (limited term)

Date: October 9, 2020

DESCRIPTION

Reporting to the Head of Humanities & Social Sciences, Joseph S. Stauffer Library, and working as part of an interdisciplinary team, the Research and Instruction librarian provides effective, user-centred reference services in the humanities and social sciences; liaises with faculty, staff and students in assigned subject areas; develops, delivers and evaluates curriculum-integrated information literacy programs and general instruction programs; creates reference, instruction and promotional materials, including web pages, online tutorials and guides; and participates in collection development in assigned subject areas. The librarian consults and collaborates with other staff across the Library system and shares a commitment to professional user services and the achievement of the Library's goals and objectives.

Assigned subject areas will include Cultural Studies, French Studies, Gender Studies, and Languages, Literatures and Cultures (LLCU). The Research and Instruction librarian also supports the Indigenous Studies program, through liaison work with LLCU and affiliated departments, and explores options for engaging Indigenous expertise to cultivate partnerships across campus and with Indigenous communities, identifies opportunities to contribute to the development of Indigenous learning portals to support faculty as they integrate Indigenous knowledge into their courses and programs, considers how Indigenous materials can be incorporated in library collections and reviews and updates collection development and stewardship policies to ensure they support a diversified curriculum and diverse research interests.

RESPONSIBILITIES AND DUTIES

Working as a member of the Humanities and Social Sciences team provides effective, user-centred reference services in the humanities and social sciences.

Liaises with faculty, staff and students in assigned subject areas, providing information and soliciting feedback on library resources and services.

Cultivates partnerships and seeks opportunities to collaborate and establish productive relationships with departmental faculty and staff and pursues partnerships with other on-campus organizations and groups.

Develops, delivers and evaluates curriculum-integrated information literacy programs and general instruction programs in consultation with faculty and students and in collaboration with other librarians.

Creates reference, instruction and promotion materials, including web pages, online tutorials and guides in assigned subject areas and for general instruction programs.

Participates in the on-going development of print and electronic collections in assigned subject areas, including electronic resource evaluation, monograph selection, and deselection, and works to build library collections that include voices and research from traditionally marginalized groups, in particular members of racialized groups and Indigenous peoples.

Participates actively in open discussion and teamwork within the unit to support a cohesive and highly motivated team who share a commitment to user services and the achievement of service goals and objectives.

Contributes to a culture in the library where diversity, equity and inclusion are valued and recognized. Contributes to open and welcoming spaces, collections and experiences for faculty, staff, students and visitors.

Works to further the achievement of unit objectives; understands and communicates the unit's role in the context of Library-wide goals and priorities.

Maintains awareness of current developments in librarianship, particularly in areas of expertise and responsibility; actively identifies best practices; embraces self-directed learning as a method of professional development.

Participates in meetings, seminars, workshops and conferences, and reports on new developments and trends.

Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.

Undertakes, or assists, with special projects or other temporary assignments as required.

QUALIFICATIONS

Required:

- An ALA accredited M.L.S./M.L.I.S. degree or equivalent
- Proficiency in the use of electronic information resources in the humanities and social sciences

- Knowledge and awareness of information literacy standards and best practices in instruction and assessment
- Effective oral and written communication skills in both English and French
- Creativity, drive and flexibility, so as to discover and try new approaches, in support of Library and University strategic directions
- Collegiality, strong service commitment and the ability to work effectively in both a team-based and a self-directed environment
- Excellent interpersonal skills and the ability to build and maintain productive professional relationships
- Experience creating online learning objects (tutorials, videos, guides, etc.)
- Ability to balance priorities and adapt in a changing work environment

Preferred:

- Awareness of current issues in Indigenous Librarianship for the provision of culturally relevant library and information collections and services by, for and with Indigenous peoples
- Familiarity with Indigenous Knowledge Organization (IKO) as it applies to issues of discoverability and classification of information resources
- Knowledge of languages in addition to English and French, particularly German, Italian, Spanish or Aboriginal/Indigenous languages
- A strong academic background in a humanities or social sciences discipline
- Experience teaching information literacy classes and providing reference services in an academic library
- Experience in collection development, including electronic resource evaluation, monograph selection, and deselection
- Experience authoring web content using Drupal, LibGuides, or other content management systems
- Demonstrated commitment to diversity, equity, and inclusion and/or experience serving diverse populations of users