

EMERSON LIBRARY

JOB DESCRIPTION: LAURA REIN

Title: Dean of University Library

Department: Dean's Office

Reports to: Executive VP and VP for Academic Affairs

QUALIFICATIONS:

MLS from an ALA-accredited program

Second master's degree in a relevant field preferred

Experience in library administration

Knowledge of and university library resources

Knowledge of technological developments and trends

Ability to meet the educational needs of diverse communities

Commitment to participatory management

RESPONSIBILITIES: The Dean is the chief administrator of Emerson Library and as such:

1. Organizes and leads the long-range planning process for all areas of library operation (including, but not limited to, automation, development of resources, services, and the physical plant) and works with supervisors to coordinate the Library's long-range with those of the University.
2. Co-Directs the Faculty Development Center (FDC) with the Director of the Distance Learning Center, including implementation of the University's Title III grant objectives. The Center will facilitate such activities as research and grants implementation, instructional design, online and web-enhanced course development, instructional media production, workshops and training, and casual meeting and dining.
3. Establishes and maintains the missions of the library and FDC in accordance with the goals of the University, including:
 - Responding to the changing needs of our faculty, students, and staff and make available new resources and services that foster academic excellence.
 - Providing liaison services to departments to ensure communication and coordinated collection development.
 - Providing onsite and online resources needed to support both the undergraduate and graduate programs offered by the University worldwide.
 - Providing information in an organized and accessible form, regardless of format.

- Providing access to library resources in the St. Louis area, state, and throughout the world by entering into reciprocal agreements with major academic, public and special libraries.
 - Maintaining facilities for materials, equipment, individual and collaborative study, and instruction, including promoting use of the library's new facilities, including electronic commons, group studies, electronic classroom, listening/viewing center, archives, cyber cafe lecture/conference room.
 - Providing individual and class instruction in the fundamentals of library resources so students can become lifelong learners, able to conduct research using the resources of any given library.
 - Collaborating with Luhr Library on the shared functions, services, and collections of the Eden-Webster Library System.
3. Develops annual goals for the Library and FDC and coordinates these with goals of the University.
 4. Brings reports to the Boards, Board Committees, Faculties, and Faculty Committees of the University as requested by or Webster's Executive Vice-President;
 5. Prepares and implements the operating budget of the Library and FDC for approval by Academic Affairs;
 6. Oversees the organization library materials for use and works with the library staff to establish procedures for access and lending of materials;
 7. Oversees the organization and maintenance of the archives of Webster University;
 8. Develops methods to evaluate Library materials and services, and reports the outcomes of evaluations regularly to Academic Affairs;
 9. Works with librarians from the St. Louis area and the State of Missouri in an effort to coordinate activities and services and to acquire access to their library collections where feasible;
 10. Participates in national library associations to keep current with trends and developments in library science in higher education and theological education, and reports these regularly to Academic Affairs.

EDEN-WEBSTER LIBRARY SYSTEM

JOB DESCRIPTION: EILEEN CONDON

Title: Head of Systems

Department: Systems

Reports to: Dean

Qualifications:

Master's degree

Managerial experience, including experience with budgeting

Knowledge of current automated library systems

Experience with automated bibliographic utilities, preferably OCLC

Ability to work effectively with colleagues and diverse clientele

Ability to communicate effectively both orally and in writing

Supervisory experience

JOB SUMMARY: The Head of Systems is responsible for planning, organizing, and directing all systems activities and services for both Emerson Library and Luhr Library.

Responsibilities:

1. Establishes departmental priorities; coordinates workflow within the department and with other library departments.
2. Administers the library's Internet services; maintains and administers web, database authentication, and electronic reserves servers; provides access to new Internet databases and maintains access to current databases.
3. Administers and maintains the library's Internet connection with Webster, and the library's local area network, and file, print, and CD-ROM network servers; troubleshoots and repairs hardware and software; selects upgrades to software and hardware; supervises the installation of the upgraded software and hardware.
4. Administers the library's integrated online system including modules for cataloging, acquisitions, serials control, OPAC, circulation and reserves; coordinates maintenance and upgrade of the system with MOBIUS personnel; coordinates with library staff in documenting, logging and resolving online system problems; supervises the generation of reports and notices; creates non-standard reports as necessary; trains library staff as necessary in the use of the system.
5. Maintains the library's OCLC connection; supervises installation of OCLC software upgrades.
6. Serves on the Library's management team; brings departmental concerns to the team for discussion; makes sure that departmental staff are kept apprised of management decisions affecting their work; writes reports and prepares statistics for the Director.

7. Writes and revises departmental procedures; writes and revises job descriptions; prepares schedules and time sheets; maintains departmental personnel files including records of vacation and sick leave.
8. Is responsible for filling positions in the department; when vacancies occur, prepares position announcement; organizes search committee; prepares with the committee a list of pertinent questions for both the candidates and their references; interviews candidates; and works to achieve a consensus choice of the candidate best suited to perform the job.
9. Is responsible for evaluating departmental staff; meets monthly with newly hired non-professional staff during the 90-day probationary period; meets as needed with other staff; makes recommendations to Director for annual salary increases.
10. Is responsible for orienting and training new staff and newly promoted staff; orients new staff to time sheet preparation and personnel guidelines; makes sure initial paperwork is completed; makes sure that they have current copies of library policies, departmental procedures, personnel roster/phone list, keys; makes sure computer access accounts are set up; buys furniture as needed.
11. Prepares the department's budgets for each fiscal year; monitors current budgetary expenditures and makes sure that the department's funds are expended in a timely manner.
12. Prepares the department's annual report and any departmental strategic planning documents.
13. Supervises the maintenance and security of hardware and software for the library's products and services; selects upgrades to the software and new hardware as necessary; supervises the installation of the new hardware and software in support of these products; trains library staff as necessary in the use of these products.
14. Plans for future growth of all systems, including hardware and software upgrades, physical plant modifications and connectivity.
15. Represents the library's concerns in the overall automation of Eden Theological Seminary and Webster University; coordinates systems access and functionality with computer staff at both institutions.
16. Offers proactive assistance in using the library's computer resources to create new materials, including documents, presentations, and multimedia projects.
17. Assists with access, security, and support issues in the 24-hour space. Provide security and support for courtesy drops throughout the library.
18. Provides support for specialized equipment, including touch-screen kiosk; self-check machine; instructor's stations and overhead projectors in the Lecture/Conference room and the Electronic Classroom; classroom software in Electronic Classroom; streaming video in the Lecture/Conference room; video capture and editing software in the Faculty Development Center; other applications such as WebCT, card reader access, security cameras, and wireless networking when the University adds this.

19. Works with staff of the Faculty Development Center and Distance Learning Center to provide technological support to faculty
20. Other duties as assigned

EDEN-WEBSTER LIBRARY SYSTEM

JOB DESCRIPTION: **KATHY NYSTROM**

Title: Department Head

Department: Cataloging

Reports to: Dean of University Library

Supervises 5.5 staff: Media Cataloger, Music and Curriculum Cataloger, 2.5 technical services assistants, one cataloging clerk

Qualifications:

ALA-accredited MLS

Five years cataloging experience in an automated environment;

Advanced knowledge of and experience with MARC mapping and authority control, AACR2r, LCCS, LCSH, LCRI, Descriptive Cataloging of Rare Books, Standard Citation Forms for Rare Book Cataloging, OCLC, NACO principles and MARC coding

Reading ability in at least one foreign language, preferably German

Ability to communicate effectively both orally and in writing

Ability to work effectively with colleagues and diverse clientele

Supervisory experience in technical services preferred

JOB SUMMARY: The Head of Cataloging is responsible for planning, organizing, and directing cataloging activities and services for both Emerson Library and Luhr Library.

Responsibilities:

1. Establishes departmental priorities; coordinates workflow within the department and with other library departments.
2. Serves on the Library's management team; brings departmental concerns to the team for discussion; makes sure that departmental staff are kept apprised of management decisions affecting their work; writes reports and prepares statistics for the Director.
3. Writes and revises departmental procedures; writes and revises job descriptions; prepares schedules and time sheets; maintains departmental personnel files including records of vacation and sick leave.
4. Fills positions in the department; when vacancies occur, prepares position announcement; organizes search committee; prepares with the committee a list of pertinent questions for both the candidates and their references; interviews candidates; and works to achieve a consensus choice of the candidate best suited to perform the job.
5. Evaluates departmental staff; meets monthly with newly hired non-professional staff during the 90-day probationary period; meets as needed with other staff; makes recommendations to Director for annual salary increases.

6. Coordinates orientation for staff and newly promoted staff; orients new staff to time sheet preparation and personnel guidelines; makes sure initial paperwork is completed; makes sure that they have current copies of library policies, departmental procedures, personnel roster/phone list, keys; makes sure computer access accounts are set up; buys furniture as needed.
7. Prepares the department's annual report and any departmental strategic planning documents.
8. Serves as the library's liaison with Foreign Languages Department; pre-selects materials for purchase in the languages taught by the department.
9. Writes grant proposals to foundations with an interest in supporting library technical services projects; when funding is received, administers the grant; writes whatever reports are required; maintains financial records and prepares whatever financial reports are needed.
10. Chairs the committee composed of the professional librarians in the Cataloging Department and the Head of Systems to determine optimal use of the cataloging and system's indexing and display capabilities. Works with the professionals in the Cataloging Department to authority control the library's bibliographic database; works with members of the Bridges cataloging committee to determine authority processing profiling; in coordination with the Media Cataloger, determines procedures for cleaning up those records which were not corrected by machine processing.
11. Serves as the official liaison with the Library of Congress for the department's participation in the national Name Authority COoperative project (NACO); meets as necessary with the department's professional catalogers to discuss name authority problems; submits name authority records to the database.
12. Trains and supervises the paraprofessionals in the cataloging of books with member-input copy in the OCLC database; works particularly with the paraprofessional who handles the majority of the non-DLC cataloging; resolves cataloging and classification problems.
13. Takes final responsibility for the quality of all book records entered as original- input records into the OCLC database; trains and works with the paraprofessionals as they prepare the first drafts of original-input records on OCLC.
14. As time permits, supervises the cataloging of non-DLC gift books by paraprofessionals; catalogs such books as necessary.
15. Sees that inventory reports are generated as needed for materials received into the department; sees that brief standardized entries are available in the catalog; supervises paraprofessionals in cataloging these materials as time permits.

16. Consults with the Head of Reference in determining which fragile and/or low-use materials should be withdrawn and which should be transferred to the storage collection or the rare books collection; sets up procedures for the transfer of large groups of materials to storage.
17. Supervises the paraprofessional who is in charge of repairs; works with her to see that time-consuming repairs are weighed against the cost of binding or replacement.
18. Supervises the paraprofessional who is responsible for withdrawing materials from the collection; makes sure that withdrawal procedures are coordinated between library departments.
19. Supervises the paraprofessional who is in charge of training, scheduling and supervising student workers; works with her to insure that clearly defined projects with written procedures as necessary are lined up for the students to work on.
20. Supervises the paraprofessional who is responsible for making brief records on the local system for in-coming theses; as time permits, works with her to make full records on OCLC.
21. As needed, organizes projects for temporary workers, interns from Webster, and practicum students from the library school; supervises or delegates the supervision of their work on these projects.
22. Other duties as assigned.

EMERSON LIBRARY

JOB DESCRIPTION: **MATTHEW C. WIER**

Title: Department Head

Department: Access Services

Reports to: Dean of University Library

Supervises 6 full-time positions including two coordinators, one assistant coordinator, and three clerks

Supervises several part-time staff and up to 30 student workers.

Qualifications:

MLS degree from an ALA accredited school

Supervisory experience

Excellent interpersonal and leadership skills

Ability to work effectively with colleagues and diverse clientele

Ability to communicate effectively both orally and in writing

Experience in Access Services preferred

Responsibilities:

1. Supervises operations and staff of circulation/reserves (including electronic reserves), interlibrary loan, document delivery, and audio-visual services. Establishes departmental priorities; coordinates workflow within the department and with other library departments.
2. Serves on the Library's management team; brings departmental concerns to the team for discussion; makes sure that departmental staff are kept apprised of management decisions affecting their work; writes reports and prepares statistics for the Dean.
3. Writes and revises departmental procedures; writes and revises job descriptions; prepares schedules and time sheets; maintains departmental personnel files including records of vacation and sick leave.
4. Is responsible for filling positions in the department; when vacancies occur, prepares position announcement; organizes search committee; prepares with the committee a list of pertinent questions for both the candidates and their references; interviews candidates; and works to achieve a consensus choice of the candidate best suited to perform the job.
5. Is responsible for evaluating departmental staff; meets monthly with newly hired non-professional staff during the 90-day probationary period; meets as needed with other staff; makes recommendations to Director for annual salary increases.
6. Is responsible for orienting and training new staff and newly promoted staff; orients new staff to time sheet preparation and personnel guidelines; makes sure initial paperwork is completed; makes sure that they have current copies of library policies, departmental procedures, personnel roster/phone list, keys; makes sure computer access accounts are set up; buys furniture as needed.

7. Tracks and reports problems with the building, including security and cleaning issues.
8. Prepares the department's annual report and any departmental strategic planning documents.
9. Represents the library on local and statewide access services task forces and committees.
10. Other duties as assigned.

WEBSTER UNIVERSITY
Emerson Library

JOB DESCRIPTION: RICK KAESER

Title: Document Delivery/AV Representative
Job classification: Paraprofessional – Full-time
Department: Access Services
Reports to: Head of Access Services

JOB SUMMARY:

The Document Delivery/AV Representative provides services to Webster University's extended campuses. This position supports their access to materials owned by Eden-Webster Library and loans materials to Webster University's extended campuses as quickly as possible. Works with the Head of Access Services to reassess and adapt Interlibrary Loan/Document Delivery/Access to the needs of Webster University's extended campuses.

QUALIFICATIONS:

- Bachelor's degree
- Ability to work accurately and independently
- OCLC/Library Experience
- Significant Computer Skills
- Good communication skills, both oral and written
- Ability to work well with others as part of a team
- Self-motivated

DUTIES AND RESPONSIBILITIES:

1. Works with Library staff to publicize available library services and to increase the awareness of the full-text databases.
2. Acts as the primary contact/liaison for extended campus patrons. Answers questions regarding extended campus services. Works with the Head of Access Services and the Library Management Team to design ways to expand services to the extended campus patrons from all over the world.
3. Schedules videos for the main campus and the extended campus faculty; packages and ships videos to the extended campuses. Rents videos for Webster faculty that are not owned by Emerson Library; and processes invoices for rentals from other institutions.
4. Handles all UPS shipping for the library. Processes all invoices related to shipping and video rentals, charging costs to the various departments and accounts. Records and keep statistics on AV, DocDel, and shipping.

5. Posts and maintains electronic document delivery, ILL & video request forms on the Internet; facilitates the use of ARIEL and Prospero in Document Delivery and ILL. Assists the Webmaster with setting up a section on Passports for Document Delivery
6. Trains other staff and students in the procedures of Document Delivery and providing services to the extended campuses.
7. Maintains and repairs A/V equipment as necessary.
8. Develops forms on the Internet for various functions such as a reservation form for the use of the Lecture/Conference Room which is used by the University Center to assist in scheduling and reserving that space, forms for reserving the group study rooms and other forms as the needs arise.
9. Oversees the A/V Listening/Viewing area, materials, and equipment including the various A/V equipment carts. Participates in the shelving and shelf-reading of A/V by student workers
10. Provide hands-on instruction to users of the A/V materials and equipment in the Listening/Viewing center and helps other staff in using the equipment.
11. Assist instructors in the Conference Room who may be having trouble with the AV equipment. Checks to make sure that the AV equipment is in order.
12. Desk coverage: Performs all functions of the circulation desk on a rotated schedule for daily coverage, weekends and evenings. Works with the computerized Innovative automated system. This includes checking materials in and out and renewing materials; performs all opening and closing procedures (turning desk computers on and off, lights, emptying the book drop); notifies patrons about reserved materials; answers the phones and routes calls as necessary; assists patrons in locating materials through the electronic catalog; shelves; scheduling rooms and events, answers and places calls. Works with other staff to troubleshoot problems with the study rooms, reserved spaces and other areas of the library.
13. Maintains mailing list of site directors and assists with mass mailings to the extended campuses as needed. Verifies registration/eligibility of patrons requesting services, and provides temporary access to databases, while resolving the issue.
14. Helps to solve problems for patrons who have trouble accessing the Passport's website and the databases. Troubleshoots problems that patrons may have.
15. Work with the Head of Access Services to write and edit policy and procedure manuals and to identify new services to be offered.

16. Handles directional questions but refers reference and informational questions on the use of library materials and questions to the reference librarians
17. Works with the library's Web Committee to address issues related to the use of the Passports web site by the extended campuses.
18. Participates in access services meetings
19. Rotates with other staff and works on the desk daily, one night a week, occasional weekends and lunch breaks.
20. Other duties as assigned by supervisor.