

## Job Description

[◀ Previous Job](#)[Next Job ▶](#)**Job Details****Job Title** Research Services Librarian, Music**Job ID** 5798**Location** Case Main Campus**Full/Part Time** Full-Time**Regular/Temporary** Regular**Favorite Job** ☆**Job Description**

## POSITION OBJECTIVE

Librarians work in service-driven teams that support the university research, instruction, and library collections services. Librarian positions requires expertise in library services nurturing library partnerships with teaching and research faculty, students, staff, other libraries, publishers, etc. Librarians may be assigned to perform work related to one or more of the following: acquisitions, cataloging and metadata creation, preservation, collection management, research assistance, information fluency instruction, faculty and departmental ambassador, and archives and special collections (described below). To effectively accomplish these responsibilities, the librarian must keep abreast of new models of librarianship and develop formal and informal methods of engagement that highlight the Library's role in promoting and furthering this research. Among the means for doing so, the librarian must regularly engage in providing demonstrations of emerging scholarly resources and technologies to interested faculty, students, staff, librarians, the research community, and library supporters. All Librarians work closely together and in cooperation with librarians from other CWRU libraries to meet faculty and student needs to foster collaborative initiatives. The librarian should meet or exceed all expectations as outlined in the librarian broadband policy.

Acquisitions, including serving as an expert within the library related to all aspects of the acquisitions process (e.g., ordering, receiving, tracking), and acquiring resources and materials in a variety of formats to build the library's collections.

Cataloging and metadata creation, including cataloging, database maintenance and metadata creation, regardless of format, including original and copy cataloging of monographs, continuing resources, non-print media, maps, ETDs, special collections, scores, sound recordings, audio/visual materials and digital objects etc.

Preservation, including providing expertise in the preservation the library's archival, circulating, digital, and special collections, including preparation, conservation and reproduction. Other preservation activities may include disaster planning and preservation monitoring of the library's environment.

Collection management, including coordinating and developing strategies for the effective and efficient evaluation, selection, and de-selection of information resources to meet the needs of the Case Western Reserve University academic community in assigned subject areas, and effectively informing faculty about new resources as they become available.

Research assistance for students and faculty, including responsibility for user experience, service evaluation, and reporting in assigned disciplines for the Kelvin Smith Library.

Information fluency instruction, including partnering with faculty to provide a high-quality instructional experience for undergraduate and graduate students.

Faculty and departmental ambassador, including participation in marketing and communications, outreach activities, the planning and maintenance of web-based presences, and the development of strategies, resources, and materials to promote the curriculum and academic goals of the Kelvin Smith Library.

Archives and special collections, including participation in the cultivation of new collections, providing research and reference assistance, outreach, acquisition and processing, records management, and digitization programs to support the collection development and information service functions.

## ESSENTIAL FUNCTIONS

1. Acquire new materials in all formats consistent with the library's strategic goals, the collection management policy, and annual budget allocations.
2. Review existing collections for continued curriculum relevance.
3. Partner with faculty and students to identify and address their research needs.
4. Provide in-person and virtual research assistance.
5. Prepare subject guides or provide course support.
6. Provide instruction, including workshops, both curricular and extra-curricular for CWRU faculty, students, and staff, and for affiliated institutions as required.
7. Prepare and distribute informational and/or instructional materials in all formats (e.g., print, web, social networking, etc.)
8. Partner with other campus stakeholders to position the library as a bridge between researchers in different fields to facilitate interdisciplinary scholarship.
9. Acquire, catalog and preserve library materials.
10. Cultivate new library collections.
11. Compile and maintain relevant statistics.
12. Deliver instruction using a variety of formats, including online tutorials and face-to-face sessions.
13. Conduct and analyze faculty, students, and staff user surveys to monitor user community satisfaction and analyzes recommended actions.
14. Participate in the planning and management of system wide initiatives through task forces, team and committee structures as appropriate.
15. Participate on library, consortial and university committees, teams, task forces, and involvement in special projects is expected as deemed necessary or assigned.

## NONESSENTIAL FUNCTIONS

1. Participate in the planning and management of system wide initiatives through task forces, team and committee structures as appropriate.
2. Conduct and analyze faculty, students, and staff user surveys to monitor user community satisfaction and analyzes recommended actions.
3. Perform other duties as assigned or required.

## CONTACTS

Department: Collaborates with staff on all levels of the organization to support the provision of library services. Works with managers and staff of other units in the library as required by projects.

University: Consults with faculty, including assigned liaison faculty, faculty committees and other department administrators to determine teaching and research informational requirements to make appropriate information management decisions. Works with faculty to develop, review, and improve information management policies and procedures. Consults with other campus librarians to coordinate information management decisions for the provision of library services.

External: Participates in local, regional and national organizations to maintain a network of information professionals which enhances our services and to stay abreast of trends and changes in the profession. Collaborates with colleagues in OhioLINK and other academic libraries.

Students: Daily communication with a variety of students to provide assistance and information resources to support their education and research needs.

## SUPERVISORY RESPONSIBILITY

This position has no direct supervisory responsibilities but may supervise non-exempt staff, student employees, and temporary full or part-time workers.

**QUALIFICATIONS**

**Experience:** The initial rank of the Research Services Librarian, will be based upon the qualifications of the individual with regard to that person's professional knowledge, abilities and skills; contributions to the profession through service and scholarly endeavors; and, professional qualities consistent with university and library values.

**Education/Licensing:** Master's degree in a relevant discipline (especially music history/musicology), with completion of a second advanced degree preferred; BA/BS in music. Master's or PhD in music may be substituted for MLS, in combination with demonstrated previous working experience in a library.

**REQUIRED SKILLS**

1. **Job Performance.** Possess significant knowledge, skills, and abilities within one's work domain. Understands and can apply more advanced techniques and technologies, and has demonstrated good judgment in the field. Demonstrable evidence that the individual is developing specialized skills, developing leadership capabilities and management potential. Able to identify and interact with internal and external stakeholders. Demonstrate the ability to employ general organizational theories and practices in the library environment.
2. **Professional Knowledge, Abilities and Skills.** Possess a significant level of expertise in one's area of work. Evidence of significant professional growth and contributions to the library and institution. Able to explain to others the mission, vision, goals and services of the library, and fully incorporate them within her/his own work. Demonstrate understanding of the external environments, cultures, and interrelationship of the library. An effective ambassador for the library and able to interact regularly with others on campus.
3. **Professional Contributions.** Contribute to the library profession and building a reputation for professional contributions through committee service and professional publications or presentations to professional organizations at the local, regional or national level.
4. **Professional Qualities.** An inquisitive self-starter who works well both independently and as a member of organizational teams.

**WORKING CONDITIONS**

General office environment. Evening and weekend work required.

**Diversity Statement**

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.

**Reasonable Accommodations**

Case Western Reserve University provides reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Inclusion, Diversity and Equal Opportunity at 216-368-8877 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis.