

Access Services Coordinator/ Scholarly Communications Librarian

- This position supervises: Circulation, Billing, Reserves and Stacks Maintenance.
- Interprets Circulation policies to students, staff and faculty.
- Works with the Systems Administrator on any changes to the SIRI Circulation module
- Responsible for the department's strategic planning, establishes standards, procedures and sets priorities for achieving departmental goals.
- Participates in administrative meetings to ensure the overall effectiveness of Library operations including the development of library goals policies, and planning staff development
- Works closely with the Director, Head of Reference, the Head of Interlibrary Services, and the Head of Government Documents to develop and plan public services for students, faculty and staff.
- Coordinates the evaluation of user services with the Head of Reference, the Head of ILS, the Head of Government Documents and the Director.
- Provides backup, as needed, at the Circulation Desk and in Reserves.
- Coordinate with experts and stakeholders across library departments to create policy and develop training for Library staff on critical issues of scholarly communication
 - open access,
 - copyright, fair use,
 - media licensing,
- Develop materials and services to support colleagues and the university community, including LibGuides, instructional materials, social media, and other information tools
- Work with liaisons across subject disciplines to integrate scholarly communications concepts and provide tools they can use with their constituencies
- Work with the Digital Resources to materials to support the development of an Institutional Repository (especially materials related to open access)
- Coordinate and facilitate outreach efforts to the university community to educate, advise and support fair use in instruction and research and serve as a library resource for university faculty for copyright compliance issues related to fair use, course reserves, citation management, streaming media, and other intellectual property issues
- Maintain awareness of national and international issues, trends, policies, legislation, and changes that may impact research and scholarly communication

- Provide library instruction and consultations to students and faculty in assigned areas as needed
- Provides reference services as needed
- Serves as subject bibliographer with collection development responsibilities.
- Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

Reports to the Director of Library Services