

THE UNIVERSITY OF BRITISH COLUMBIA LIBRARY

POSITION DESCRIPTION

LIBRARIAN

October 2020

LIBRARIAN (LIBRARY OKANAGAN CAMPUS)

POSITION NUMBER: 654

DIVISIONAL TITLE: Librarian

SUMMARY OF RESPONSIBILITY:

Provides online and in-person, reference and research services, instruction, and information services to faculty, students and other users in UBC's Okanagan campus Library. Assumes responsibility for designated subject areas and liaison with assigned departments. Participates in the development of policies, procedures and services that respond to the needs of UBC's Okanagan campus Library patrons. Coordinates and manages employees, students, services, and projects as required. Evening and weekend work may be required. The nature and scope of responsibilities for this and other library positions are expected to change as the library organization evolves.

QUALIFICATIONS:

A masters-level degree from an accredited program of library, or information science, or equivalent internationally accredited program. An academic background in a subject area within the scope of UBC's Okanagan campus or equivalent knowledge gained through professional experience is required. Familiarity with information technologies and their applications to reference and research services used in an academic environment are required.

Excellent oral, written and interpersonal communication skills; ability to work effectively as a team member; ability to make evidence informed decisions; and the ability to prioritize issues that are time sensitive are essential. Reference and research services and instructional experience in an academic library, or equivalent experience, is desirable.

RELATIONSHIPS:

Reports to an Associate Chief Librarian at UBC's Okanagan campus Library. Coordinates activities with other librarians at UBC's Okanagan campus and collaborates with librarians throughout the UBC Library system. May be requested to act on behalf of an Associate Chief Librarian at UBC's Okanagan campus Library. Works closely with colleagues in other units within UBC. Works with faculty, students, staff and the public.

DUTIES:

Reference and Research Services:

1. Provides reference and research services in person and online.
2. Provides training for Library Services Assistants.
3. Works with other employees to develop and maintain the UBC's Okanagan campus Library presence on the UBC Library web pages and throughout UBC, as appropriate.
4. As the librarian responsible for particular subjects, advises and assists in advanced and comprehensive searches in these areas. Employs the full range of electronic and print resources and tools, as required.

Teaching and Orientation:

1. Teaches classes and workshops, online and in person, to support teaching and learning.
2. Participates in orientation events, tours, library-use instruction programs, and similar library-wide initiatives.
3. Engages in activities to support teaching, such as creating learning objects, curriculum mapping and assessment.

Faculty Liaison:

1. Liaises with faculty on issues of copyright, collection development and management, archiving research outputs, research metrics, as well as the development and delivery of embedded or integrated instruction and course readings for students at UBC's Okanagan campus.
2. Attends faculty meetings and events and participates in faculty committees in designated subject areas as appropriate.
3. Responds to requests from faculty for library involvement in accreditation, new course proposals, etc., in consultation with an Associate Chief Librarian.

Collection Development and Management:

1. Selects and maintains new resources in designated subject areas for the library in consultation with other UBC librarians and departmental representatives.
2. Participates in the development and application of criteria for the review of electronic subscriptions, transfer of print materials to storage and for deselection.
3. In consultation with other UBC librarians, participates in the evaluation of potential gifts-in-kind to the UBC's Okanagan campus Library.

Supervision and Administration:

1. In consultation with an Associate Chief Librarian, will be assigned coordination responsibilities in one portfolio areas. Examples of these portfolio areas include, but are

not limited to: Collections; Public Services; Learning and Curriculum Support; Copyright, Scholarly Communications and Research Data Management; Data and Digital Scholarship; and Community Engagement and Open Education.

2. May be required to supervise employees.
3. May be required to act as an Associate Chief Librarian in their absence.

University and Professional Responsibilities:

1. Participates in professional and university wide committees, working groups, task forces, and initiatives as required.
2. Maintains an awareness of new literature and research developments in areas of specialization and emerging trends in academic libraries and implements as appropriate.
3. Seeks funding opportunities and completes grant applications within UBC's Okanagan campus Library portfolio and in collaboration with UBC's Vancouver campus as appropriate.

Equity, Diversity and Inclusion:

1. Contributes to the continued development of a library environment and culture that supports and celebrates equity, diversity, and inclusion (EDI).
2. Supports EDI by pursuing appropriate professional development opportunities and maintains an awareness of EDI initiatives at the departmental, campus, institutional and provincial level such as but not limited to UBC's Inclusive Action Plan, Indigenous Strategic Plan, and BC Human Rights Code.
3. Works to integrate EDI into collection development, instruction, public services, and overall professional practice by working to eliminate institutional and structural systems of oppression and power (such as colonialism, racism, sexism, classism, heterosexism, ableism, and white supremacy).

Other Duties as Assigned

STANDARDS OF PERFORMANCE:

- Provision of competent, professional, equitable and inclusive library services.
- Effective, co-operative working relationships with employees, colleagues and management at UBC's Okanagan campus and, more generally, across UBC.
- Flexible, innovative approaches to problem solving.
- Effective focus on important issues and demonstrated ability to balance a multitude of responsibilities.
- Current knowledge of library policies, practices and procedures and appropriate interpretation of these to staff and users.