

POSITION DESCRIPTION

JOB TITLE: Access Librarian

DEPARTMENT: Library

DIVISION:

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: Library Director

SCHEDULE DETAILS: FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: 6/26/2025

Position Summary

The Access Librarian is responsible for oversight of the cataloging, collection management, archives room, and digitization functions of the library. The position will assist the Library Director in collection development. This position assists the Public Services Librarian by periodically manning the reference desk.

Essential Job Duties

- 1) Oversee the catalog, digitization platform, and archives room for the library.
- 2) Plan and implement training for staff in collection organization and management.
- 3) Assist the Library Director in collection planning, development, and maintenance of library holdings.
- 4) Perform physical collection development (physical material selection) by using standard review sources for materials selection. This includes coordinating physical materials purchase requests made by faculty, students, and patrons. The Access Librarian also creates purchase order requests for physical book purchases and submits them for approval to the Library Director via MyCrowder.
- 5) Oversee incoming mail and orders, facilitating accurate delivery to respective library staff. This duty also requires updating the order file reflecting receipt of items, providing the Library Director with packing slips and invoices for items received, and informing the Library Director when incoming items appear damaged.
- 6) Assist the Public Services Librarian in reference services by manning the service desk when scheduled.
- 7) Assist the Library Director in troubleshooting and maintaining library equipment and computers.
- 8) Assume responsibility for the library security, service provision, and assisting patrons when the Library Director and the Public Services Librarian are not present.
- 9) Assume responsibility for the library and supervision of work-study students when delegated by the Library Director to do so.
- 10) Create invoices for patrons, staff, faculty, and partner libraries with damaged or non-returned items for review/approval by the Library Director at the end of each semester and when otherwise necessary, followed by mailing and/processing of those invoices.
- 11) Perform other related duties as assigned by the Library Director and the Vice President of Academic Affairs.

Required Knowledge, Skills & Abilities

- 1) Master's degree in Library Science or Information Science and Learning Technologies with Library Emphasis from an American Library Association accredited institution and program.
- 2) Strong computer skills, and understanding of and experience with integrated library systems. The ability to learn FOLIO integrated library system. The ability to learn OCLC Record Manager cataloging platform.
- 3) Working knowledge of RDA, MARC, Bibframe, and Dublin Core cataloging formats. Ability to copy catalog, as well-as original catalog to library industry standards.
- 4) Knowledge of physical library organization structures.
- 5) Ability to conduct material selection using industry standard review materials.

- 6) Knowledge of digitization and library archives functions, as well as associated equipment and software.
- 7) Excellent communication and interpersonal skills.
- 8) Ability to plan, organize, and implement responsibilities effectively.
- 9) Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- 1) Ability to self-start tasks, plan activities, and assess service output with minimal direction.
- 2) Ability to apply knowledge transfer from one application to a different application.

Equipment/Software

- Information Technology abilities required:
 - Skills necessary to utilize computer to manage and improve instruction.
 - Ability to operate a computer using Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize email.
 - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
 - Ability to perform basic Learning Management System functions.

Positions Supervised

Oversees work-study students in activities pertaining to Access Librarian areas of responsibility. Upon delegation by the Director, will supervise work-studies when the Library Director is on vacation or otherwise absent from work.

Working Environment

- Generally, indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- Travel to other instructional sites occasionally required.
- A neat appearance and appropriate business casual apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement necessary curriculum.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

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