POSITION TITLE: Adjunct or Substitute Librarian

QUALIFICATIONS:
Adjunct or substitute librarians must meet the following credential criteria:

- Masters degree from an ALA-accredited library or information science program **required**
- Effective oral and written communication skills **required**
- Experience in academic librarianship and graduate courses related to providing library services to college students and/or adults **preferred**

ESSENTIAL JOB FUNCTIONS:

- Assist the Director of Library Services in the selection and organization of adequate print and non-print materials to support the curricular offerings of the college
- Plan and provide library services and materials in a broad area of library services, as assigned by the Director of Library Services (e.g., media, inter library loan, periodicals, collection development, library instruction, reference, circulation, etc.)
- To work cooperatively with the support staff in providing library services
- To involve faculty and students in the selection of library materials
- To assist library users with reference questions and in use of the library, its services and resources
- To educate faculty and students about library holdings and use
- To encourage understanding of and enthusiasm for the role of the library and its holdings among Shelton State Community College employees and students
- To assist in the teaching of library skills
- To participate in the planning and evaluation of effective library policies and long-range goals for the library
- To work with the Director of Library Services, seeking input from support staff as appropriate, in developing the library budget and library policies

OTHER DUTIES AND RESPONSIBILITIES

- To post and maintain regular work hours (19 hours per week)
- To participate in library discussions and meetings
- To perform other duties as assigned by the Director of Library Services