

Westmont College

Web Services and Instruction Librarian- 12 months per year

Library and information Services

Position Summary: The Web Services and Instruction Librarian designs, maintains, manages, and assesses the Library's online presence including the Library website and LibGuides, and maintains the remote and on-campus access to all electronic resources and a current Library's Knowledge Base. This position is also part of the liaison librarian team, which includes providing research assistance, information literacy instruction, outreach, and collection development for assigned academic and co-curricular departments.

Qualifications: Requirements include: a Master's degree in library science from an ALA accredited program; 1-2 years of experience in web design and management of electronic resources and online library systems (familiarity with OCLC's WMS preferred); ability to learn and adapt to new technologies; working knowledge of HTML, CSS, OpenURL resolvers, EZProxy, and discovery tools; detail-oriented with an ability to manage multiple projects; experience providing reference services, information literacy instruction, and collection development in a library setting; strong written and oral communication skills; ability to work effectively both independently and in a collaborative team environment; available to work evening and weekend hours as required; awareness of assessment trends in academic libraries highly desirable.

Essential Duties:

Web Services Responsibilities

- Design, develop and coordinate the Library's online presence using current content management systems and web design tools, promoting current practices of usability and design.
- Maintain and enhance the Library website and oversee implementation of LibGuides.
- Manage the implementation and maintenance of electronic resources, acting as a point person for set up and access.
- Maintain OCLC's WMS and Knowledge Base and support library staff in its use.
- Serve as troubleshooter for all library systems (OCLC's WMS, e-resources, WorldShare ILL, Clio, etc.).
- Compile and maintain library-wide statistics, including running reports on e-resource usage.
- Oversee assessment of the Library's electronic presence on the web.
- Assist in preparation of data and analysis of Library services for use in inside and outside reports.

Liaison Responsibilities

- Serves as a member of the liaison team to provide subject specific instruction, collection development, and research services to meet the needs of students, staff, and faculty in assigned academic and co-curricular departments.
- Promotes Library resources and services to assigned academic and co-curricular departments.
- Provides research service initiatives including e-mail, chat, and in-person research assistance to students, faculty, and staff in the Library and beyond.
- Serves as collection development coordinator for assigned liaison areas.
- Provides instruction and research consultations for students, staff, and faculty in liaison departments.
- Develops print and online research guides for assigned academic and co-curricular departments.
- Provides course-integrated information literacy instruction.
- Serves on Library, College or professional organization committees.
- Attends workshops, continuing education programs, library conferences and other professional development opportunities.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and

perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

- Other duties as assigned.

Reports to: Director, Library and Information Services