Reference Librarian, Archivist

Position Description

The Reference Librarian is one of the librarians responsible for providing library services to the students, faculty, staff and community members who use the Montana State University Billings Library. The librarian in this position also acts as the official campus archivist. The Reference Librarian reports to the Director of Library Services. Specific responsibilities include:

- Responsible for 12 or more hours per week of Reference Desk duties, which will include evening and weekend hours.
- Teach sections of the 3 credit information literacy course, LS 125 “Research in the Information Age” as part of the Global Academic Skills section of Academic Foundations. Classes may be online or classroom based or a hybrid of both.
- Participate in the delivery of library instruction for classes in various disciplines.
- Develop resource tools and ways for students to connect with appropriate library and information materials. Most of this collaborative effort produces tools for remote access and makes information available anywhere and any time.
- Responsible for the management of the Special Collections in the Library, including access to archival materials, creating finding aids, digitization and preservation.
- Act as Montana State University Billings Archivist, including outreach work with the University, with community members and other organizations dealing with local history.
- Participate in collection management activities, such as book selection, evaluation of electronic resources and weeding.
- Responsible for specific area(s) of the library collection, such as the children’s and young adult collections. Liaison with faculty in one or more colleges of the University, as assigned.
- Commitment to moving the Library forward by adopting new technologies, innovations, and new procedures as appropriate.
- Contribute to the Library’s efforts to secure additional resources, especially through grants and other fund-raising opportunities.
- Participate in activities for continuous quality improvement projects, enhancing services, collections and the environment of the Library.
- Professional commitment to participating in the University community, the library community and library organizations, locally, regionally and nationally.

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