Reference Librarian

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 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 category of General Education. Classes may be online, face-to-face, or both.
- Provide library instruction for classes in various disciplines.
- Serve as part of the Library's web team, updating the Library's website as necessary.
- Participate in collection management activities in assigned subject areas, such as book selection, evaluation of electronic resources, and weeding.
- Use new and emerging communication technology, digital resources and social networking to best promote and deliver library services and connect with students and faculty, both on campus and at a distance.
- Contribute to the Library's efforts to secure additional resources, especially through grants and other fundraising opportunities.
- Engage in outreach activities to promote library services, including working as a liaison with assigned groups of faculty and students.
- Participate in library assessment efforts, identifying indicators of success and developing goals and work plans to improve and enhance services, collections and the environment of the Library.
- Participate actively in the University community by serving on committees and engaging in other campus activities.
- Participate actively in the library community and library organizations, locally, regionally, and nationally.

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