Reference & Instruction Librarian
Position Description

The Reference & Instruction Librarian is one of the librarians responsible for providing library services to the students, faculty, staff and community members who use the MSU Billings Library. The Reference & Instruction 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, LSCI 125 "Research in the Information Age" as part of the Global Academic Skills category of General Education. Classes may be online, classroom-based, or a hybrid of both.
- Coordinate the library instruction program and ensure that instruction for classes in various disciplines is offered by the appropriate librarian.
- Manage the Grants Collection, including acting as liaison with the Foundation Center, outreach work with community members and university faculty and staff.
- Produce, Promote, and oversee sales/distribution of the Montana Foundation Directory, which is updated every two years and used statewide.
- 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.
- Commitment to moving the Library forward by adopting new technologies, innovations, and new procedures as appropriate.
- 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 collection of professional test materials. Serve as liaison with faculty in one or more colleges of the University, such as the College of Education, the College of Allied Health Professions, or the Department of Psychology.
- Contribute to the Library's efforts to secure additional resources, especially through grants and other fundraising 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.

Revised May 2009