

Delaware State University
Job Description

Title: Government Documents/Reference and Serials Librarian	
Date: <i>Revised February 2022</i>	Eligible for Overtime: No
Salary Plan and Grade: Negotiable	

Hours: Sunday 2 p.m. – 10 p.m., Monday-Thursday 12 p.m. – 8 p.m., and Saturday as assigned.

General Description of the Job

Under the direct supervision of the library's Director, is responsible for daily management of the depository collection, as well as creation and maintenance of departmental policies. Collection maintenance includes but is not limited to: local processing and cataloging and oversight of stacks maintenance for the collection. Oversee record-keeping to ensure compliance with the Federal Depository program and other regulations that apply. Maintain depository records as required by law. Provide research assistance for the government document collections in all relevant formats, relevant research guides and tutorials, and subject librarians to incorporate relevant government resources into their research guides and instructional sessions.

Essential Functions

The following are the functions essential to performing this job.

1. Collection maintenance includes but is not limited to: local processing, cataloging and oversight of stacks maintenance for the government documents collection. Oversee federal record-keeping to ensure compliance with the Federal Depository program and other regulations that apply. Maintains depository records as required by law.
2. Prepare reports required by the Federal Depository Library Program (FDLP). Keep abreast of current policies and issues affecting the Depository libraries, GPO and the LPS Program.
3. Knowledgeable of Federal Superintendent of Documents (SuDoc) classification system. Provides research assistance for FDLP collections in all relevant formats.
4. Continue review of the Classified List of U.S. Government Publications and Delaware State University legacy selections. Organize assessment of holding, print retention and online access to materials.
5. Maintains the library's government information LibGuide WebPages and creates relevant research guides and tutorials. Promotes government resources to the university community and beyond.
6. Works with subject librarians to incorporate relevant government resources into their research guides and instructional sessions.
7. Serve as the primary library and information services liaison and collection developer to the faculty in the College of Humanities Education and Social Sciences?. Responsible for selecting materials in the Colleges subject areas.
8. Oversee all processing and collection maintenance for the library's print serial collections
9. Develop Research and Information LibGuides for students in first year seminar and senior capstone, particularly in liaison areas.
10. Maintain subject and technical expertise in a rapidly evolving field through ongoing education, professional development, and/or scholarly activity.
11. Work cooperatively with others and accept direction from supervisors.

12. Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of current trends in government information and the rules and regulations of FDL.
2. Computer experience, including software and online applications. Knowledgeable of library cataloging modules and OCLC Connexion Client
3. Ability to work effectively with a diverse public and staff
4. Strong interest in working in a fast-changing environment of new technologies and expanding services.
5. Creative, takes initiative, and willing to work in a team environment.
6. Strong commitment to services for undergraduates, non-traditional, graduates, faculty, staff, and other library patrons.

Qualification Standards

1. MLS degree from an American Library Association accredited institution of higher education.
2. Sound knowledge of FDL guidelines and practices, including familiarity with government documents bibliographic control practices
3. Knowledge of the Superintendent of Documents (SuDocs) classification system. Knowledge of the Library of Congress classification system. Copy cataloging in all formats
4. Demonstrate knowledge of trends in public services and government information in academic libraries; demonstrated commitment to public services; excellent interpersonal skills; fluency in library and educational technologies.
5. Collection management of government electronic resources.
6. Minimum of three years professional library experience working with government information
7. Experience with library management systems cataloging modules and OCLC Connexion Client.

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

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