Fort Lewis College invites applications for the position of the Information Delivery / E-Resources Librarian at the John F. Reed Library. This is a twelve month exempt position with excellent health, leave and retirement benefits.

The John F. Reed Library provides a collection of 170,000 book and audiovisual titles, as well as online access to over 180,000 eBooks, 17,000 media titles, 65,000 periodicals, and 80 databases and other e-resources. Its teaching role includes supporting library instruction in a tiered instruction program coordinated with the College’s general education writing courses. In addition to serving the College’s educational needs, the Library provides services to the wider regional community as the largest library in the Four Corners region. The Reed Library is a member of the Marmot Library Network and has several branch libraries located on campus.

Position Summary
The Information Delivery / E-Resources Librarian is a full-time, 12-month, exempt librarian position reporting to the Library Director. The Information Delivery / E-Resources Librarian manages the library’s databases and is responsible for maintaining on- and off-campus access to other electronic in various online platforms. The position administers the Library's discovery tool, website, databases, off-campus access proxy, and OPAC, and oversees software service technologies. The Information Delivery / E-Resources Librarian is responsible for the oversight of Interlibrary Loan functions and service technologies and also performs regular librarian duties such as providing reference service, information literacy instruction, and research consultations; serving as a liaison to assigned academic departments; and participating in the Library’s shared governance structure as a member of Librarians Council and the Budget Team.

Minimum Qualifications
- ALA accredited master’s degree in library or information science
- Experience administering academic library electronic resources and websites using HTML, CSS, and content management systems
- Demonstrated ability to work independently
- Demonstrated ability to work as part of a team
- Excellent oral, written and interpersonal communications skills
- Demonstrated organizational and problem solving skills

Preferred Qualifications
- Library reference, information literacy instruction, and collection development experience
- Experience with ILLiad and interlibrary loan
- Experience with EBSCO Admin, EBSCO Discovery Service, Goldrush, and EZProxy
- Experience with instructional technology and/or ILS administration
- Experience with assessment
Major Responsibilities

Electronic Resources
• Manage and maintain the Library’s databases and resource integration and access systems
• Ensure accessibility for all electronic resources to authorized users on-and off-campus
• Administer various online platforms required for electronic resource access and management including keeping the Electronic Resource Management database system(s) current
• Communicate effectively in a timely manner with director and other librarians about electronic resources

Resource Sharing
• Manage Reed Library interlibrary loan, Prospector, Marmot borrowing, and any other resource sharing programs and activities according to established processes
• Ensure high quality interlibrary experiences for Reed patrons and other libraries and their patrons
• Develop and maintain efficient ILL processes
• Maintain ILL spending within established limits, including copyright clearance expenses
• Administer the OCLC-hosted ILLiad software program and other ILL programs
• Liaise with the statewide courier
  o Work with other library departments and individuals, including: Library technicians assigned to ILL, Access Services department on Prospector consortial borrowing tasks, Copyright Librarian on relevant issues, Technical Services Librarian to ensure that Reed Library records are up to date in various resource sharing and discovery platforms, including Goldrush, Collection Management Librarian on potential resource purchases

Web and Technology
• Administer Library website (DotNetNuke, CSS, and HTML), including mobile access and keeping content current (design and content are approved by Reed Librarians Council)
• Oversee other library software such as EndNote, Chat, LibGuides, Assets Lists, and Google Analytics
• In coordination with Instruction / Reference Librarian, develop best-practice, evidence-based, high quality digital learning objects for use in the library instruction program

Instruction / Reference
• Teach library instruction sessions in composition courses as assigned
• Provide reference services at the reference desk, consulting by appointment, via email/telephone, and online, including evening and weekend hours as assigned and being available through chat during working hours
• Assist Library Technician assigned to create and maintain LibGuides by creating widgets, offering technical expertise, etc.

Other
• Provide liaison services for assigned departments, which will include communication and specialized instruction and may include collection development
• Prepare statistical and managerial reports as requested
• Participate in library assessment activities as assigned
• Participate in campus, consortial, and statewide committees as assigned
Compensation

Salary is $50,000 plus a comprehensive benefits package. This is a full-time, 12-month exempt-staff position.

Application Process

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
- Current curriculum vitae or résumé.
- Names and contact information (email addresses) for three current, professional references

Submit materials as one PDF file via email with the words “Information Delivery / E-Resources Librarian Search” in the subject line of the email to SLPETERS1@fortlewis.edu.

Application materials received by May 31, 2017 will receive full consideration.
Position will remain open until filled.

The successful candidate will be required to submit original, official college transcripts, and pass a background check.

Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff.

About Fort Lewis College and Durango

Fort Lewis College is Colorado’s public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 22 nations, 24% Native American, and 11% Hispano.

The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area.

Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.