



Access Services Librarian

University of The Bahamas, Commonwealth of The Bahamas

Date Posted	May 2024
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full Time

The Harry C. Moore Libraries is pleased to invite applications for the position of Librarian II, Access Services Librarian. This full-time appointment will commence August 2024.

Responsibilities: Under the direction of the Deputy Librarian, The Access Services Librarian is responsible for providing access to the library and its information collections by managing all access services operations, general collections and interlibrary loan service. The position works collaboratively with colleagues on a variety of workflow issues, assignments and projects and also serves as liaison to an assigned academic faculty/department and assists with the maintenance of the library's collections in the assigned discipline.

Administration

- Update, implement and review circulation policies and procedures, general collections management and inter-library loan.
- Train, evaluate and schedule staff and student workers assigned to access services department.
- Regularly revise and update manuals.
- Oversee the on-time opening and closing of the library each day.
- Prepare monthly and annual reports: compile and maintain statistics in areas of oversight on various measures of library use.
- Work with the Deputy Librarian to monitor the security, safety and overall appearance of the library's public space, facilitate repairs or correction of problems, and participate in facilities planning.
- Works one evening reference desk rotation per week and one Saturday per month.

Access Services

- Oversee the checking of call numbers and the creation of electronic item records.
- Determine the status of missing materials and updating of records.
- Supervise the distribution of materials requested from the library.
- Communicate policies to all library patrons.
- Solve problems with users borrowing statuses.
- Oversee and resolve billing and customer services issues.
- Oversee implementation of due dates and recalls.
- Organize and direct circulation overdue notices; negotiate overdue charges with patrons.
- Provide expertise and training in the use of the Voyager Circulation module.
- Manage the electronic patron files.
- Supervise the creation, maintenance and updating of records.

Reference Assistance

- Assist with reference service and research support at the reference desk.
- Collection Management
- Monitor the physical arrangement, appearance and organization of the library and library collection.
- Direct collection management functions and stack maintenance. Train and assign staff in filing and shelving materials. Determine what superseded materials should be discarded. Determine the physical treatment given to materials. Oversee and guide the shift of library materials. Determine which materials to place in storage. Organize storage space.
- Oversee the maintenance of the reference and reserve collections. Evaluate the reference collection. Recommend the replacement of disintegrating and/or damaged materials. Assist in determining which tangible titles should be replaced by electronic access. Determine which materials should be placed on/remain on reference or reserve. Communicate with faculty about their use of reserve for courses. Work with staff to maintain the electronic course reserve system and create and update course reserve records.
- Inter-Library Loan
- Manage interlibrary loan activities, both lending and borrowing of materials.
- Assess and evaluate expenditures for borrowing and lending materials (shipping costs, borrowing fees, payments for lost items, etc.).

- Supervise the processing of shared materials.

Qualifications. Applicants must possess an earned master's degree in Library and/or Information Science from an accredited university; and a minimum of five (5) years' experience in an academic library.

Setting: The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application: Application materials should include:

1. A completed University of The Bahamas Application for Employment Form (www.ub.edu.bs/hrprofile);
2. A letter of interest (highlighting work experience and accomplishments relevant to the position);
3. An up-to-date curriculum vitae or resume;
4. Librarianship philosophy statement;
5. Evidence of excellence in librarianship;
6. Evidence of research and scholarship;
7. Evidence of service to the profession;
8. Unofficial transcripts (official transcripts needed for employment);

AND

9. At least three confidential, professional references.

To Apply: Apply electronically at <https://ubhrapply.info/PeopleFirst> noting the position in the subject field. Only electronic submissions will be accepted. Attach all of the above listed in one electronic file.