

Librarian

Position Title:	Director of Library and Archives	Last Updated:	2016-10-28
Department Name:	Library and Archives	Approved by:	President
Reports to:	Vice President of Academic Affairs	Part or Full Time:	Full Time
Classification:	Staff	FLSA Status:	Exempt

Summary: Although the Vice President of Academic Affairs (VPAA) recommends the Director of Library and Archives to the President for final approval, the VPAA supervises and evaluates the Director of Library and Archives; and, the Director of Library and Archives is classified both as Department Head and Faculty. Department Heads are directly responsible to the VPAA. All Department Heads must follow and exemplify the *Regulations of the Faculty*, Code of Conduct, Doctrinal Statement, and other such documents approved by the Board of Directors.

Department Heads are to be available to speak in churches, community events, and special seminars to represent the institution. CCCTS will cover expenses associated with all approved meetings. Department Heads will speak on behalf of CCCTS up to ten times per year as assigned by the appropriate administrator. Furthermore, he or she:

1. Is responsible for the day-to-day operations of the library and archives, the scheduling of hours of operation, and the cataloging and protection of all library, special collections and archival assets.
2. Maintains the CCCTS Archives in analog, digital and photographic forms, according to the latest standards that are recognized as “best practices” by the Society of American Archivists.
3. Provide leadership and direction for library services.
4. Establishes and clarifies the objectives of the library; oversees policy making for the library.
5. Is responsible for effective formulation, implementation, and evaluation of library plans.
6. Manages and supervises student workers and other library personnel.
7. Formulate, recommends, and administers the library budget.
8. Directs public relations with respect to the library.
9. Conducts instruction programs in the use of library resources.
10. Manages the acquisition, organization, and access to library resources.
11. Guides the development of and maintains library automation.
12. Fosters interlibrary cooperation; serving as representative for CCCTS in the Carolinas Theological Library Consortium.
13. Prepares reports for the Board of Directors, VPAA, and President.
14. Actively serves on library, faculty, and appointed committees as needed and required by the position.
15. Occasionally teaches or participates in the teaching of a class as it relates to the library and/or new student orientation.
16. Serves on the Administrative Council.
17. Attends Board of Directors and/or Executive Committee meetings to give reports concerning the library as needed and directed.
18. Attend Faculty meetings; and as requested attends Department Head meetings.
19. Maintain membership in appropriate professional association(s); must be a member of the Association of Christian Librarians (ACL), the American Theological Library

Association (ATLA), and the Society of American Archivists (SAA); and is expected to participate in professional workshops as relevant.

20. Must be computer literate with a working knowledge of basic software programs (all Microsoft Office Packs), learn and regularly use the Student Information System (SIS) or Student Academic System (SAS) program selected by the Institution (currently Populi), maintain the library website, and maintain open communication with other network users.
21. It is the responsibility of the librarian to familiarize and orient students with and in the use of the library through participation in New Student Orientation, New Student Seminar, and other means.
22. Must maintain an assigned office, keeping office hours of no less than ten weekly, post and publish those hours, and assist students in meeting with them.
23. Must participate in: 1) Student Awards Banquet (usually the Thursday after Mother's Day), 2) graduation ceremonies in full regalia (usually the Saturday after Mother's Day), 3) and in institution-sponsored conferences, workshops, and special events open to the public that is designed to promote the institution and its mission and purpose.
24. Will be responsible for updating the Library Handbook yearly, enforcing all library related policies, and all matters of concerns that may arise within their department.
25. In conjunction with the Director of Advancement and President, shall actively seek funding for the library through grants and individual donations; includes the Annual Library Reception.
26. Participate in review of their department for equipment, furnishing needs, support staff, et cetera.
27. Serves as chief administrator for library staff in matters of job descriptions, work hours, hiring, etc.
28. Sees that all library and classroom media equipment is maintained.
29. Constantly update resources needed from teaching faculty syllabi and bibliographies for said department to ensure that each course in said department is adequately supported by the library.
30. Must actively participate in and represent the library in matters of accreditation, as well as compliance issues with state and federal agencies as assigned.
31. Must always dress in a professional manner keeping with their professional position as an educator and maintain their assigned office in a neat and clean manner.
32. Shall treat all students, staff, faculty, and administrators with the utmost respect.