

**Technical Services Librarian**  
**Avon Williams Library/Tennessee State University**

This is a full-time, 12-month, tenure track position, which reports to the Coordinator of the Avon Williams Library at Tennessee State University. The library is located in downtown Nashville and supports the College of Business and the College of Public Services. Evening and Saturday work shifts are required.

### **Summary Job Description**

The Technical Services Librarian is responsible for the serials, acquisitions and online catalog (Sierra) maintenance. This position develops, implements, and documents technical services policies and procedures, and plans and manages projects that will enhance the Library's collection management. Other duties include managing the interlibrary loan program, as well as working on the reference desk and contributing to other public services work. The candidate should have the skills to manage technical services tasks and public services assignments.

### **Collection Management Qualifications**

- Manage the Acquisitions, Serials and Cataloging modules of the integrated library system ((Sierra)
- Develop and document standards, policies, practices, and efficient workflows for Technical Services, complying with current best practices
- Experience with MARC, RDA, AACR2r, LCSH, OCLC Bibliographic Formats and Standards, and LC cataloging practices
- Some experience with book repair and mending.
- Process new subscriptions, including ordering, claims, payment, and online access
- Maintain statistics
- Process requests using Tipasa software.
- Assist in evaluation of the Library's electronic and print collections to identify unmet needs and changes in curriculum
- Assist in the selection and deselection of books, journals, and online resources
- Assist in developing/executing a collection assessment plan

### **Public Services Qualifications**

- Serve at the reference desk assisting students and faculty with their information needs
- Take part in outreach to students, faculty, and staff, including the faculty liaison program
- Work collaboratively in the development, execution, and promotion of library-related programs, special events, and exhibits

## Professional Development and Service to the College

Attend workshops and conferences, as appropriate  
Serve on College committees, as appropriate

## Minimum Qualifications

An ALA-accredited degree in library or information science is required  
Experience with an integrated library system, preferably Sierra (III)  
Experience with serials, acquisitions and/or cataloging  
Experience with information literacy instruction.

## Desirable Skills

Knowledge about scholarly communication and digital repositories desirable  
Excellent attention to detail  
Strong written and oral communication skills  
Strong commitment to excellent public service and user experience  
Ability to work both independently and in a team environment  
Ability to set priorities, direct work, manage time, and multi-task  
Ability to solve problems and adapt to changing situations