

**Assistant Professor and Digital Reference/Interlibrary Services Librarian  
Tennessee State University, Brown-Daniel Library**

Job Duties

- Provides information/reference services to Library users/clientele via in-person, telephone, e-mail, and/or other platforms/formats
- Conducts information literacy/library orientation presentations as scheduled by Reference Department
- Provides coverage in Reference Department during weekends/other times as scheduled
- Collaborates with Reference/Library colleagues in development/updating of Library website and resource guides for users
- Participates in collection development for designated University departments/programs
- Coordinates interlibrary service transactions for users/clientele at TSU main campus
- Assists TSU students, faculty, and researchers in establishing/maintaining personal interlibrary service accounts
- Monitors electronic interlibrary service systems on a daily basis
- Responds to requests for TSU resources on a daily basis
- Facilitates requests by TSU users for resources from other institutions via interlibrary service systems
- Retrieves/processes incoming and outgoing items for mailing and/or other delivery
- Maintains records/statistics of interlibrary transactions for Library/University reports
- Maintains relationships with other libraries/institutions regarding interlibrary transactions
- Documents invoices/notices involving late/unreturned items
- Communicates with users/institutions as necessary regarding unresolved transactions
- Serves on Library and/or University committees as assigned/appointed
- Markets interlibrary services as an extension of available academic resources

**Required Qualifications:** An ALA-accredited masters degree or international equivalent in Library or Information Science. At least two years of relevant experience in an academic Library with evidence of broad, in-depth knowledge, skills, and experiences with technology. Experience with an integrated library system (ILS) and other technological applications.

**Preferred Qualifications:** Understanding of Innovative/Sierra ILS functions with the ability to work toward achieving tenure and promotion. Ability to work collaboratively and collegially with library and campus colleagues. Understanding of Web Services, and Library Commons Support in an academic library. Effective interpersonal, verbal and written communication skills. Evidence of the ability to concurrently manage multiple projects and staff, troubleshoot computing problems, plan and manage change in the library's computing environment, and act as liaison with other information technology professionals and ability to work independently.

To apply go to:

<https://jobs.tnstate.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1518727833645> and click on Create Application.