

## **Amherst College Library Position Description**

**Name:** Vacant  
**Title:** Arts & Humanities Librarian  
**Department:** Library  
**Date completed:** September 2012  
**Reports to:** Head of Research & Instruction  
**Position status:** Full-time, with some evening and weekend hours

### **Function**

Teaches in the library's program of course-integrated research instruction and supports faculty and students in the arts and humanities. Serves as subject librarian for several departments, acting as research instructor, liaison, and selector. Provides reference service and guides library users in identifying, retrieving, and evaluating information in all formats.

### **Principal Duties and Responsibilities**

- Creates and delivers instruction in disciplinary research and using academic information in a variety of settings; works to continually hone skills as a teacher and to incorporate appropriate technology into all contexts.
- Serves as subject specialist and liaison to several academic departments in the arts and humanities: provides in-depth consultations about resources and research strategies; develops and manages relevant collections in all formats; promotes library services to faculty and students.
- Supports faculty research and teaching that incorporates images and digital media, including outreach and instruction for ARTstor; works closely with Digital Programs to select licensed images and to develop Amherst College Digital Collections.
- Provides general reference service in the main Robert Frost Library.
- Incorporates emerging information technologies and trends in scholarly communication; anticipates and facilitates changes in and new uses of resources in response to evolving patterns of publishing and information dissemination.
- Actively participates in outreach activities, committees, and work groups of the Library, the College, Five Colleges, and at regional and national organizations.
- Demonstrates and facilitates effective communication throughout the Library and across the College.

### **Qualifications**

- A history of stellar teaching; a commitment to undergraduates and undergraduate education; and a record of rapport and collaboration with faculty on assignments, course design, and pedagogical strategies.
- Experience in an academic library or research institution with a focus on teaching, resource selection, and other public services.
- Master's degree from a program accredited by the American Library Association or foreign equivalent.
- Strong academic background or experience; additional master's degree preferred.
- Excellent oral and written communication skills; ability to advocate for the Library to a variety of constituents.
- Commitment to cooperate closely with colleagues, undergraduates, faculty, staff, and college administrators.
- Willingness to tackle challenges in an academic library with energy and enthusiasm, showing patience, tact, and good humor in providing user-focused public service.
- Commitment to further the College's mission of diversity and inclusion.