Position Description

Title: Media Outreach & Learning Spaces Librarian
Department: Physical Sciences & Engineering
Division: Academic Programs
Reports to: Janice Jaguszewski,
Director of Academic Programs, Physical Sciences and Engineering
Rank: Assistant Librarian
Appointment: November 3, 2008, 100%
Updated: October 10, 2010

Campus Engagement
- Actively engage with faculty, students, and staff, developing strong working relationships.
- Develop a media literacy program
  - Promote expertise with digital media and application of instructional technologies;
  - Promote the use of media collections among teaching faculty;
  - Collaborate with faculty on the integration of media collections and services into courses.
- Is knowledgeable about and able speak to a range of library issues, including integration of media literacy skills into the curriculum, scholarly communication, the University Digital Conservancy and UMedia, and the development of new online tools.
- Provide education and assistance to the campus community around current copyright laws and policies related to media.
- Assess user needs to develop and maintain relevant, high-quality services and collections.
- Analyze trends in departmental teaching and research programs and uses this knowledge to respond to departmental needs.
- Seek opportunities to collaborate and establish partnerships with departments, including the creation of digital content and services.

Teaching and Learning
- Actively engage with faculty and graduate teaching assistants as partners in programmatically integrating media literacy concepts and skills into the curriculum.
- Using sound instructional design practice, develop learning materials and instructional sessions in a variety of formats that teach students to:
  - Recognize information needs, create successful search strategies, and evaluate and effectively use information resources in all formats, including archival and other primary materials as well as secondary sources
  - Understand the research and scholarly communication patterns of their chosen disciplines
  - Understand the economic, social, and legal issues around the use of and access to information.
- Deliver effective instructional sessions as appropriate. Determine when it is more appropriate to have students use online tools; or to give learning materials to faculty and teaching assistants for their incorporation into class sessions.
- Conduct needs assessment as appropriate and selectively measure instructional outcomes in order to ensure effectiveness of instructional initiatives.
- Maintain an up-to-date knowledge of relevant University and department curriculum initiatives, in order to keep media literacy program consistent with University curriculum.
- Contribute to the visioning, goal setting, and development of learning spaces in the Libraries.
- Provide expertise and consult on learning spaces.
SMART/Media Operations
- Collaborate with other SMART Learning Commons partners to support, extend and enhance services.
- Supervise staff responsible for the daily operation of the SMART Learning Commons.

Scholarly Communication
- Advocate for sustainable models of scholarly communication.
- Educate and inform faculty, graduate students, and campus administrators about scholarly communication issues, including the complexities of copyright guidelines around media.
- Work closely with faculty and students to understand their changing workflows and patterns of scholarly communication; assist in the development and creation of tools and services to facilitate scholarly communication.
- Support and promote the University Digital Conservancy and UMedia.

E-Scholarship and Digital Tools
- Identify areas where new online learning and digital tools can place the Libraries into the flow of teaching, learning and research.
- Collaborate in the design, implementation, and maintenance of online tools and services that meet the needs of discipline/interdisciplinary research communities.
- Actively participate in the coordination and integration of online tools in support of teaching, learning and research.
- Develop knowledge of current practice and future directions in e-scholarship and help to identify gaps in existing support.
- Participate in defining library roles in e-scholarship.

"Ask Us" Services
- Actively seek opportunities to provide customized or expert reference and research services, typically by appointment or referral.
- Provide high quality reference and research support on demand, typically at a walk-in desk, on email, or chat.

PSE/AP Consultation & Outreach
- Provide Libraries' staff with consultation, training and assistance in development of media enriched assignment and curriculum design and the development of digital tools.
- Plan, create, and evaluate media assets and media-enhanced materials.
- Provide expertise to liaison librarians in media collection development.
- Proactively seek opportunities for collaboration across the Libraries and University.
- Contribute to PSE department-wide visioning, goal setting, and development of all new and current PSE services and tools.

Community Engagement
- As appropriate, contribute to the University of Minnesota's commitment to serve the citizens of Minnesota.

Exhibit and Event Planning
- As appropriate, identify potential topics for exhibits or events that promote services or collections or support campus goals; share with appropriate planning bodies (Exhibits Committee, First Fridays Planning Committee, Events Planning Committee, etc.)
- Prepare exhibit content and mount exhibits.
- Plan and execute events.
- Work closely with Communication Office on publicity for exhibits and events.
Leadership

- Contribute to the goals and strategic initiatives of the Libraries through active participation in collaboratives, working groups and task forces.
- Manage projects and develop programs as assigned in consultation with sponsors, supervisors and other stakeholders.
- Share expertise with colleagues and administrators to further Libraries and University goals and strategic initiatives (leading from where you are within the organization).
- Facilitate successful group processes including meeting management, conflict resolution, and consensus building.