Summary of Librarian/Archivist Responsibilities

Librarians and archivists have at least one professional degree at the master’s level, and may have additional advanced degrees. Librarian/archivist positions are 12-month appointments; the collaborative nature of the work generally requires that librarians/archivists be physically present on campus. Professional responsibilities may include those listed below in alphabetical order. For any individual, activities may be concentrated in a few areas or spread across multiple areas.

- **Access to Information Resources (cataloging and resource sharing)**
  Organizes and describes materials using standards and best practices for user retrieval by producing and managing an online catalog, databases, and other finding aids. Enables access to materials from libraries, archives, and organizations throughout the world by way of interlibrary loan and document delivery.

- **Administration and Project Management**
  Plans library and archives operations and special projects. Manages budgets, establishes contracts and maintains vendor relationships. Assesses and evaluates programs and services.

- **Collection Development and Management**
  Evaluates, selects, acquires, maintains, and preserves materials in various media including print, electronic, multimedia, and a wide range of archival formats.

- **Digital Initiatives/Content Creation**
  Develops and publishes Web pages and sites. Initiates and implements digital projects that may be local, national, or international in scope. Conducts user and usability studies.

- **Faculty Research and Creative Activities**
  Pursues research and scholarly or artistic activities that may include continuing education, research studies, presentations, publications, and exhibits.

- **Liaison Responsibilities**
  Establishes active affiliations with specific departments, schools, or other units of the University that involve dedicated services and subject specializations. Provides subject expertise to the larger community.

- **Outreach (marketing and development)**
  Promotes University Libraries’ resources, services, and expertise to the University and the larger community. Develops relationships with library and archives supporters and potential donors.

- **Reference and Research Assistance**
  Assesses user research needs and responds with expert information retrieval or research assistance via live chat, email, telephone, or in-person service. Reference interactions range from brief exchanges to in-depth consultations.

- **Service to the Libraries/University/Community/Profession**
  Assumes leadership positions and/or serves on committees, boards, or other forms of governance.

- **Supervisory Responsibilities**
  Hires, trains, supervises, and evaluates personnel including librarians/archivists, paraprofessionals, and student employees.

- **Teaching/User Education**
  Provides instruction in research methods and resources via one-on-one training, classroom instruction, and workshops. Teaching responsibilities range from one time lectures to for-credit courses.