**Public Services Librarian**

The Baptist College of Florida

Job Description

Reports To: Director of Library Services

**Responsibilities:**

**Primary responsibilities**: Assume primary responsibility for user service functions, including but not limited to reference and information literacy; provide leadership, in collaboration with faculty, to incorporate information literacy within the curriculum; assist faculty in understanding and applying the institutional copyright policy; exercise responsibility for the content and updating of Library information, which may include web pages, campus portals, Libguides, integrated course content, *Library Policy Manual, Library Guide,* and other publications as needed; process incoming and outgoing ILLS; perform basic operational duties as needed; some evening and weekend coverage of the reference desk; promotion of information services to the Baptist College of Florida; and generally assist in the operation of the library.

**Qualifications:**

MLS from ALA-accredited program; effective organizational, interpersonal, and communication skills; experience with providing high quality reference services with a variety of print and online resources; demonstrated teaching ability and experience with assessment. Must have a strong service commitment and be able to work well under pressure; maintain a Christ-like attitude that is commensurate with the published standards of the Baptist College of Florida; a strong work ethic that will advance the library; loyalty to the Baptist College of Florida.

**Application Information:**

Please submit cover letter, resume, and contact information for three professional references to John E. Shaffett, Director of Library Services, The Baptist College of Florida, 5400 College Drive, Graceville, FL.32440. Phone: (850)263-9049 Email:jeshaffett@baptistcollege.edu