



Example of Library Director Job Description

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Our company is growing rapidly and is hiring for a library director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for library director

- Provide consultative services to faculty and students seeking integration into curricula and other uses of the collections
 - Participate in the Library's exhibition program
 - Coach and develop staff (one FTE and student staff)
 - Embrace and initiate decision-making regarding the current opportunities and challenges facing 21st century research libraries
 - Demonstrate commitment to continual professional development through scholarly research relevant to areas of responsibility, and keeping current on developments impacting higher education and the role of the library in the academy
 - Provide vision and leadership for the development of library resources, learning services and policies
 - Develop short and long range plans for the library that support the goals of the university and ensure compliance with all accreditation standards
 - Implements procedures to ensure effective administration of library operations
 - Develop and implement a program of library orientation and information literacy instruction that supports the instructional program and teaches lifelong learning skills
 - Direct the efficiency of the learning service area including, student tutors, available hours and tracking of the success labs
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- Masters in Library and Information Science from an ALA-accredited program or equivalent accreditation body
- Extensive experience with staff supervision and budgetary responsibilities
- Thorough knowledge of information literacy standards and development
- Maintain records and statistics on library to meet all regulatory requirements
- Partner with academic leadership to ensure content selected for library supports the variety of programs of study delivered by the institution
- Work with Corporate Legal and provide the appropriate training copyright issues and implementation of CEC copyright policies and contracts