

Appendix E: Director of Library Structure

1. Introduction

The current structure for the Library Director has been in place since 1997/1998. Job descriptions and compensation were reviewed in 2001/2002, but no changes were recommended at that time. The latest review occurred in 2007/2008 and was conducted by members of the Department Chair Task Force (DCTF), including a Library Director. A review of this appendix was added to the charge of the 2007/2008 DCTF. During the charge of this task force, the economic conditions changed, eliminating the possibility of implementing recommendations that would cause a budget increase.

2. Term/Position

Campus Library Directors are twelve-month Educational Support Faculty.

Library Directors are evaluated annually by the Supervising Administrator. This evaluation is in addition to, but may occur concurrently with, the Faculty Annual Collegial Conference & Evaluation in which campus library directors are evaluated as librarians.

3. Library Director Job Description

Definition

The Library Director provides vision and leadership for the development, coordination, and implementation of library services and resources at their respective campuses and college-wide. The Library Director is the primary Educational Support Faculty member responsible for assisting the Vice President of Instruction or Division Dean of Instruction in achieving library program-related College and campus goals and objectives. They meet monthly with the Director of Library Technical Services and the Assistant Vice Chancellor for Academic Support to coordinate college-wide library service and resource implementation.

The campus Library Director coordinates and monitors the development of college library resources (real and virtual), services (reference, circulation and reserves, serials control, information literacy), and technologies that are designed to enhance student learning. Working closely with district Library Technical Services the Library Director develops, recommends, and assesses the efficacy of college-wide library plans and policies to the college administration.

Supervision Received

The Library Director receives general direction and supervision from an Instructional Dean or Instructional Vice President, as appropriate.

Examples of Duties

In addition to the duties listed in the FPPS Appendix H, the Library Director performs duties such as, but not limited to, the following:

Vision and leadership

Monitors developments in technology, publishing, and librarianship and recommend improvements to library services and resources in the college.

Works with department chairs, instructional and educational support Faculty, staff, and administrators to articulate and promote the role of the library in enhancing the educational process for students.

Develops and implements marketing strategies for promoting library resources and services to students, Faculty and staff.

Provides direction to library Faculty and staff serving on working groups that advise the library directors (e.g., collection development, information literacy, library web, circulation).

Strategic planning

Plans for the introduction of new technologies and services to improve access to educational resources for both students and Faculty.

Through Library Service Review, accreditation self-study, and similar mechanisms, assesses existing library resources and services and recommends changes where appropriate.

Develops and evaluates annual library goals and objectives consistent with strategic and institutional goals.

Instruction and instructional support

Develops and coordinates campus information literacy and bibliographic instruction and provides leadership in the development and maintenance of a strong and effective college-wide information literacy program.

Develops collections of educational resources that are responsive to the needs of students and Faculty at each campus.

Work plans and staffing

Coordinates the daily operations and work plans of a campus library operation, including collection development, staffing, reference, circulation and reserves, serials control, technology, and facilities maintenance and planning.

Recommends the scheduling of staff work assignments and assists the Dean in developing recommendations to the campus and district administration for campus library staffing.

Establishes and maintains a collaborative climate within the library unit; provides and/or coordinates Faculty staffing and staff training; utilizes effective conflict resolution strategies with librarians, staff and students.

External Relations and Articulation

Provides leadership in maintaining a strong and effective public service orientation in the campus library.

Serves as the representative of the campus library to various constituencies both on and off campus.

Acts as the first line of communication in the handling of complaints from students regarding general issues within the library, and attempts to resolve complaints regarding library services. Note: complaints about library full-time Faculty are referred to the Supervising Administrator.

Facilities and equipment

Coordinates the evaluation, selection, and maintenance of library support equipment and facilities.

Recommends the acquisition of new and replacement equipment to the campus and district administration.

Coordinates library services for patrons, Faculty, staff, and administration.

Student success, assessment and reporting

Assesses campus library activities and services, including technology-based library delivery systems; assists in establishing and monitoring program evaluation systems and procedures consistent with College policies and procedures.

Coordinates the implementation of student success efforts within the campus/College library program to promote student success and academic achievement.

Coordinates the implementation and application of the College Assessment Plan as it relates to campus library services.

Budget Development

Assists Dean in developing the campus library budget by preparing budget estimates, including recommendations of funds needed for equipment, materials, services, supplies and staffing.

Monitors expenditures of campus library budgets.

3.Reporting Relationship

The Library Director reports to the Vice President of Instruction or Division Dean of Instruction, as appropriate.

4. Professional Development

The Library Director is expected to remain current in their profession through ongoing participation in professional development opportunities. A plan for professional development will be discussed and reviewed with the Supervising Administrator each year.

5. Compensation

Library Directors receive an annual stipend of up to \$3,000 per year depending upon the full-time Faculty equivalency and full-time staff equivalency (budgeted staff FTE) in the department. The stipend schedule is:

Less than 4 FTE	\$1,420
At least 4.0 FTE up to and including 10.0 FTE	\$1,500
More than 10.0 FTE up to and including 15.0 FTE	\$2,000
More than 15.0 FTE up to and including 20.0 FTE	\$2,500
More than 20.0 FTE	\$3,000