University of Ottawa Library
Arts Replacement Librarian
(January to June 2018)

Responsibilities: The University of Ottawa Library seeks an innovative, energetic and service-oriented Arts Replacement Librarian. The successful candidate will be a creative individual who works well with other colleagues in a challenging and changing environment.

Setting: Located in the heart of the National Capital, the University of Ottawa is recognized as one of Canada’s leading teaching and research institutions. With 1300 regular faculty and 40,000 students enrolled in over 360 programs, the University of Ottawa offers a broad spectrum of high quality programs in both English and French. For more information, see: http://www.uottawa.ca.

Description: As part of a team, the incumbent participates in the development and provision of orientation and teaching programs, provides reference and research services and is responsible for faculty liaison and collection development activities in the assigned disciplines.

The main function of this position consists in working in collaboration with faculty and the library team to promote and integrate information literacy into the curricula of relevant courses, in ensuring the development of arts collections in assigned disciplines, and in contributing to special projects related to the activities of the Research and Learning Department.

The librarian will be responsible for improving access and ensuring effective use of scholarly resources in support of the teaching and research mission of the University of Ottawa.

Essential qualifications:

1. A Master’s degree in Library and Information Studies from an ALA accredited institution;
2. Two (2) years of professional experience, or fewer, depending on relevance of experience to the position;
3. University degree in humanities, preferably at the graduate level;
4. Knowledge of scholarly information and research methods in humanities acquired through studies or professional experience;
5. Pertinent knowledge of and experience in the areas of teaching, collection development and reference;
6. Demonstrated ability and interest in project management;
7. Excellent interpersonal and communication skills;
8. Bilingual (English and French), written and spoken, including the ability to teach in both official languages.

Rank and salary will be commensurate with qualifications and experience.

This position is part of the Bargaining Unit (Faculty, Librarians, Counsellors, Language teachers).

Applications, accompanied by an up-to-date Curriculum Vitae, should be submitted no later than 5 p.m., Monday, December 11th, 2017.

Ms. Leslie Weir
University Librarian
University of Ottawa Library
65 University Private
Ottawa, ON K1N 6N5
Email: biblio@uottawa.ca

The University of Ottawa Library thanks all those who apply. Only those candidates selected for an interview will be contacted.

All qualified candidates are invited to apply; however, priority will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence.
WORK DESCRIPTION

POSITION TITLE: Arts Replacement Librarian (January – June 2018)
INVENTORY NUMBER:
LIBRARY: Morisset Library
EFFECTIVE DATE: January 2018
POSITION REPORTS TO: Head, Research and Learning – 201663

SUMMARY OF FUNCTIONS:
As part of a team, the incumbent participates in the development and provision of orientation and teaching programs, provides reference and research services and is responsible for faculty liaison and collection development activities in the assigned disciplines.

The main function of this position consists in working in collaboration with faculty and the library team to promote and integrate information literacy into the curricula of relevant courses, in ensuring the development of arts collections in assigned disciplines, and in contributing to special projects related to the activities of the Research and Learning Department.

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MAIN ACTIVITIES:
A. Teaching and Reference Activities
1. Develop, evaluate and participate in the provision of orientation, information literacy programs and digital humanities training in consultation with faculty, students and colleagues.

2. Participate in the provision of in person and virtual reference and in-depth research services.

3. Collaborate with faculty and librarians to create research guides for scholarly resources in assigned disciplines and use technologies to better provide information resources to students and faculty within their teaching, learning and research contexts.

4. Liaise with academic units and researchers to promote library resources and services, digital humanities and teaching activities and to identify ongoing needs.

5. Maintain awareness of current trends in digital humanities and scholarly communication. Keep the library team abreast of new information sources and tools and their use in assigned disciplines.
B.  **Collections Development and Special Projects**

1. Evaluate and develop scholarly information resources in assigned disciplines in accordance with current policies and practices and in cooperation with faculty and the librarians’ team.

2. Elaborate and revise collections development policies for assigned disciplines.

3. Manage the collections in assigned disciplines, including evaluation, transfer to Library Annex and the selection of gifts;

C.  **Other duties**

1. Perform other duties as assigned by the Head, Research and Learning.

**AUTONOMY:**

1. Carry out their functions under the responsibility of the Head, Research and Learning.

2. Exercise full autonomy in the development of the collections in the assigned disciplines.

**RELATIONS:**

1. Regular communication with the directors of academic units, library representatives, professors, students and other library clients.

2. Frequent communication with librarians and library technicians from other libraries.

3. Occasional communication with the heads of specialized libraries and collections, and other library services.

4. Occasional relations with colleagues from external libraries.

**ESSENTIAL QUALIFICATIONS:**

9. A Master’s degree in Library and Information Studies from an ALA accredited institution;

10. Two (2) years of professional experience, or fewer, depending on relevance of experience to the position;

11. University degree in humanities, preferably at the graduate level;

12. Knowledge of scholarly information and research methods in humanities acquired through studies or professional experience;

13. Pertinent knowledge of and experience in the areas of teaching, collection development and reference;
14. Demonstrated ability and interest in project management;
15. Excellent interpersonal and communication skills;
16. Bilingual (English and French), written and spoken, including the ability to teach in both official languages.
INVENTORY NO: 201XXX

SIGNATURES:

____________________________________ Date:
(Incumbent)

____________________________________ Date:
(Immediate Superior)

____________________________________ Date:
(Director)

____________________________________ Date:
(University Librarian)