Responsibilities: The University of Ottawa Library seeks an energetic, service-oriented individual with excellent communication skills to manage the Berkman Library, a satellite library of the University of Ottawa’s Health Sciences Library, located in the University of Ottawa Heart Institute (UOHI). 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 1,200 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: www.uottawa.ca. The UOHI is Canada's largest and foremost cardiovascular health centre dedicated to understanding, treating, and preventing heart disease. The institute delivers high-tech care with a personal touch, shapes the way cardiovascular medicine is practiced, and revolutionizes cardiac treatment and understanding. Knowledge is built through research and discoveries translated into advanced care.

Description: Reporting to the Director, Health Sciences Library and as required in collaboration with the administration of the University of Ottawa Heart Institute, the incumbent will support the needs of the members of the Institute by planning, promoting and delivering library services and by ensuring the effective management of human, financial, and documentation resources. This is a replacement librarian position. The period of the replacement is from March 5 to December 31st, 2018 with four days per week at the UOHI and one day per week at the Health Sciences Library.

ESSENTIAL QUALIFICATIONS:

1. A Master’s degree in Information Studies (M.I.S.) from an American Library Association accredited institution or equivalent;

2. Three (3) years of professional experience, or fewer, depending on the relevance of experience to the position;

3. University degree, preferably from within the disciplines of life sciences or medicine;

4. High level of knowledge and experience of information technologies relevant to libraries;

5. Knowledge of scholarly information in general with an emphasis on the life sciences, acquired through studies or professional experience;
6. Experience in planning, organization and coordination of library services;
7. Pertinent knowledge of and experience in the areas of teaching, collection
development and reference;
8. Excellent interpersonal, oral and written communication skills;
9. Must demonstrate collaboration, judgment and the capacity to work in a
changing environment;
10. Bilingual (English and French), spoken and written, including the ability to teach
in both official languages.

Rank and the salary will be commensurate with qualifications and experience.

This position is part of the APUO bargaining unit (faculty, librarians, counsellors,
language teachers).

If librarians currently employed at the University of Ottawa are interested in this
position, the opportunity of an interim appointment would be available.

Applications, accompanied by an up-to-date curriculum vitae, should be submitted no
later than Friday, February 9, 2018 by 5 pm.

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, preference 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.
JOB DESCRIPTION

POSITION TITLE: Librarian, Berkman Library, University of Ottawa Heart Institute

INVENTORY NUMBER: 201829

LIBRARY: Health Sciences Library

EFFECTIVE DATE: May 1, 2009

REPORTS TO: Director, Health Sciences Library

SUMMARY OF FUNCTIONS:

Reporting to the Director, Health Sciences Library and in close collaboration with the University of Ottawa Heart Institute (UOHI), the incumbent manages the Berkman Library, a satellite library of the University of Ottawa; coordinates and promotes the services that are offered to the UOHI; is responsible for the provision of effective reference and information literacy services; and ensures the development and the control of a collection to meet the teaching and research needs of users.

The main functions of this position include the provision of in-depth reference services for individuals as well as research project liaison and support for research teams; the planning and delivery of instructional programs and workshops; ensuring that effective document delivery and inter-library loan services are provided; and the development of the collection including non-bibliographic information resources and analysis tools.

The main objectives of this position are to develop and deliver library services to ensure the optimal use of the information resources of the library and to ensure the effective management of human, financial, and documentation resources in order to respond effectively to the information needs of the UOHI.

MAIN ACTIVITIES:

1. Establish objectives for operations and library services for the Berkman Library and prepare budgets ensuring that the budgetary and strategic planning cycles of the UOHI and the University Library are respected.

2. Develop and implement policies that ensure the delivery of innovative services, taking into consideration policies and procedures already in place at the Health Sciences Library, the UOHI and the University.

3. Coordinate and deliver specialized information services, including reference assistance, literature searches and advice on systematic reviews to respond to the health care, research and teaching needs of the UOHI and the University, ensuring the maximal utilization of all printed and electronic information resources and designing research tools to facilitate that utilization.

4. Ensure the provision of circulation, document delivery and inter-library loan services.
5. Liaise with clinical and research teams to promote library resources and services, reference and teaching activities and to identify ongoing needs.

6. Evaluate, develop and coordinate Berkman Library collections for all types of documents, including non-bibliographic resources and analysis tools, print and electronic, current and retrospective, in accordance with policies and practices and in cooperation with other subject librarians and with UOHI staff.

7. Manage the collections by performing such tasks as evaluation, weeding and assisting the Library Director with the approval of gifts.

8. Develop and keep up to date a collections development policy that responds to the information needs of the UOHI.

9. Develop and expand subject web portals and utilize informatics technologies to achieve seamless and integrated information and knowledge services.

10. Design, develop, evaluate and participate in the provision of orientation, instructional and information literacy programs in consultation with staff, students and colleagues. Develop web and courseware-based resources and tools to support instructional programs and reference services.

11. Maintain awareness of current trends in the relevant disciplines and in scholarly communication.

12. Directly supervise permanent and temporary Berkman Library staff and students.

13. Maintain close lines of communication and consultation with the different sectors of the UOHI by being a member of various staff committees, by meeting regularly with representatives of the various user groups and by preparing statistical, operational and financial reports as necessary.

14. Perform other duties as assigned by the Director, Health Sciences Library.

**AUTONOMY:**

1. Carry out responsibilities under the direct authority of the Director, Health Sciences Library.

2. Exercise autonomy in the delivery of library services offered at the Berkman Library, conforming to the policies and procedures of the Library, University of Ottawa and the UOHI.

3. Exercise autonomy in the development of the UOHI collections.

4. Exercise autonomy in the management of the information literacy program conforming to educational policies of the UOHI and to the information literacy programs offered by the Health Sciences Library.

**RELATIONS:**
1. Communications with the directors of units, their representatives, professors, students, clinical staff and library users;
2. Occasional communications with the UOHI Administration as indicated by the Director of the Health Sciences Library;
3. Frequent and continuous communications with the members of the Health Sciences Library;
4. Frequent and continuous communications with library staff in other hospitals;
5. Occasional communications with colleagues in the Library Network;
6. Occasional communication with the heads of specialized libraries and collections, and other library services.

**ESSENTIAL QUALIFICATIONS:**

1. A Master’s degree in Information Studies (M.I.S.) from an American Library Association accredited institution or equivalent;
2. Three (3) years of professional experience, or fewer, depending on the relevance of experience to the position;
3. University degree, preferably from within the disciplines of life sciences or medicine;
4. High level of knowledge and experience of information technologies relevant to libraries;
5. Knowledge of scholarly information in general with an emphasis on the life sciences, acquired through studies or professional experience;
6. Experience in planning, organization and coordination of library services;
7. Pertinent knowledge of and experience in the areas of teaching, collection development and reference;
8. Excellent interpersonal, oral and written communication skills;
9. Must demonstrate collaboration, judgment and the capacity to work in a changing environment;
10. Bilingual (English and French), spoken and written, including the ability to teach in both official languages.
SIGNATURES:

_________________________ Date: 
   (Incumbent)

_________________________ Date: 
   (Director)

_________________________ Date: 
   (University Chief Librarian)