

Professor of Library Science (Collection Development Librarian) 12 months, Full-time Temporary  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=124195>

Downloaded On: Jul. 22, 2019 5:34am

Posted Jun. 7, 2019, removed Jul. 2, 2019

<b>Job Title</b>	Professor of Library Science (Collection Development Librarian) 12 months, Full-time Temporary
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Jun. 7, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professor
<b>Academic Field(s)</b>	Social Sciences - Other Administration - Academic Unit
<b>Job Website</b>	<a href="http://ukjobs.uky.edu/postings/227506">http://ukjobs.uky.edu/postings/227506</a>
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1492724">https://apptrkr.com/1492724</a>

**Apply By Email**

**Job Description**

Professor of Library Science (Collection Development Librarian) 12 months, Full-time Temporary

Posting Number: 039

Department: Library/Learning Resources Division

Employee Classification: Faculty

Term (months/year): 12 months/year

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Salary: Initial placement, \$67,622 - \$100,919 annually

Open Date: 06/04/2019

Initial Screening Date: 06/04/2019

Open Until Filled Yes

Basic Function/Overview:

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on June 24, 2019 are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application;
2. A cover letter addressing how duties & responsibilities, required qualifications, and preferred qualifications are met;
3. A detailed rsum that summarizes educational preparation and professional experience for the position;
4. A minimum of three (3) current letters of recommendation that reflect relevant experience. Whenever possible, letters should reference direct observation of the candidates teaching and interactions with students. (Do not use social media or professional networks as a means to provide letters of recommendation or any of the required documents);
5. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts; AND
7. [https://www.mtsac.edu/hr/pdf/faculty\\_equivalency\\_form.pdf](https://www.mtsac.edu/hr/pdf/faculty_equivalency_form.pdf)Equivalency Determination Supplemental Form: All candidates not holding the stated minimum qualifications who are requesting consideration based on an equivalency, must complete this form to be considered

Health & Welfare:

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The College contributes \$12,159 toward annual premiums for medical, dental, vision, and life insurance coverage. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

\*Subject to change based on Collective Bargaining Agreement.

Major Duties & Responsibilities:

1. Plan, implement, and oversee collection development for the College Library
2. Implement the comprehensive campus wide curriculum-based collection development guidelines for print and electronic materials, including periodicals and media
3. Coordinate and implement collection development procedures in collaboration with other Librarians
4. Coordinate and participate in the ongoing selection, evaluation, and weeding of library materials
5. Coordinate the spending of the materials budget in conjunction with the acquisitions technician and in cooperation with other librarians
6. Prepare analytical reports related to collection development using the integrated library system
7. Conduct outreach to department faculty and chairs to ensure that the collection supports the Colleges curriculum and programs
8. Evaluate gifts for acceptance into the collection
9. Library liaison duties including developing, evaluating, and maintaining assigned library collection areas in collaboration with discipline experts.
10. Ensure that relevant up-to-date library resources reflecting the diverse curricular needs are available to support programs, degrees, and certificates as well as individual courses and subject areas specific to Mt. SAC for liaison areas.
11. Use a variety of collection development tools and approval plans to evaluate choices, select materials, and manage collection development processes

ACADEMIC SUPPORT

1. Expand student access to librarians and academic support by introducing practices that support different learning styles such as one-on-one research consultations and meeting students across campus in classrooms, centers, or other locations
2. Consult with discipline faculty to develop meaningful connections between library materials and classroom assignments that incorporate library research, develop critical thinking, and support information analysis
3. Promote reference and research services to faculty and students in cooperation with librarians

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#### INSTRUCTION & REFERENCE

1. Teach, develop, and assess library information literacy workshops, library tours, credit library research courses, and other instruction delivered in both traditional in-person and distance learning formats
2. Teach information literacy concepts using best practices in academic libraries and culturally responsive pedagogy that include print and digital information retrieval strategies, incorporate technology as part of the research and retrieval process, and differentiate and explain the value of print and electronic options
3. Provide in-person and online reference instruction to students from diverse backgrounds that support a philosophy of instruction and research skills development focusing on critical thinking and analysis
4. Assist and instruct students, faculty, and staff in constructing effective search strategies, finding relevant resources, and evaluating research materials from full-text research databases, library catalogs, and other print and electronic resources

#### GENERAL LIBRARIAN DUTIES

1. Collaborate with librarians in all practices in a team-oriented environment
2. Collaborate in the development, evaluation, and assessment of library policies, procedures, and workflows
3. Collaborate in the development and assessment of student learning outcomes and unit objectives by focusing on data analysis and using results to formulate strategies for improved outcomes
4. Participate in professional and co-curricular activities, e.g., committees, student activities, governance processes, or curriculum review and development
5. Fulfill late afternoon and/or evening assignments that may be required as part of the regular contract
6. Maintain scheduled office and campus hours, and participate in department/division meetings and committees

#### Required Qualifications:

- A. The minimum of one of the following awarded/conferred from a regionally accredited institution:
1. Masters in library studies or library and information studies, or information science.; OR
  2. The equivalent (must attach an Equivalency Determination Supplemental Form), OR
  3. California Community College credential, Valid for Life (no longer issued), authorizing service as an instructor in the appropriate discipline; refer to Ed Code 87355 (If meeting qualifications with this credential, a copy of the valid lifetime credential must be submitted with the application.)
- B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in

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a multicultural environment; awareness and commitment to the special needs of non-traditional students.

Preferred Qualifications:

1. Masters degree from an American Library Association (ALA) accredited library or information school
2. An understanding of inclusive collection development and a commitment to building diverse collections
3. Experience working in a team-oriented, public services environment
4. Demonstrated ability to build and maintain relationships between departments and teams with varying needs and goals
5. Knowledge about culturally responsive pedagogical techniques and effective practices for engaging historically underrepresented and underserved students
6. Ability to communicate effectively in oral and written English

License(s) & Other Requirements:

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

Equivalencies:

All candidates not holding the stated minimum qualifications who are requesting consideration based on an equivalency, must complete the [\[url=https://www.mtsac.edu/hr/pdf/faculty\\_equivalency\\_form.pdf\]](https://www.mtsac.edu/hr/pdf/faculty_equivalency_form.pdf)Equivalency Determination Supplemental Form to be considered.

Conditions of Employment:

This is a full-time one-year temporary 12 month position that begins in the 2019-20 academic year. Placement on the salary schedule is based on formal education, full-time and/or part-time teaching, and related work experience, up to a maximum placement at step 9.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.



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Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=https://www.mtsac.edu/safety/pdf/asr\_2018.pdf]https://www.mtsac.edu/safety/pdf/asr\_2018.pdf

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=mailto:employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be covered by the College. Expectations will be that the candidate finds the most cost effective travel in regards to air, bus, train, car and hotel. Relocation costs will be borne by the successful candidate. Travel reimbursement claims must be submitted no later than 30 days following the interview date and it may take up to 30 days for reimbursement

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the

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application and submitted by the filing deadline.

**Inquiries/Contact:**

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=mailto:employment@mtsac.edu]employment@mtsac.edu.

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities.

Interviews may include a writing sample, committee presentation, teaching demonstration, and/or performance test. The committee will recommend finalists to the President/CEO and/or Vice President of Instruction for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees approval. The starting date will be determined following Board approval and receipt of live scan clearance.

**Confidential Letters of Reference Instructions:**

**Letters of Recommendation**

The required letters of recommendation are not required to be confidential but if your reference prefers to send a confidential letter, please follow these instructions and notify your reference directly. To obtain a confidential letter of recommendation, you must enter the references name and email address in the fields provided under the Confidential References section of the application.

**NOTICE:** In order for your reference to receive an email with a link to attach a confidential reference letter, you must complete your application and reach the status of Under Review by HR. It is recommended that you complete your application and reach this status well in advance of the deadline to provide your reference ample time to attach the letter.

It is the sole responsibility of the applicant to assure that all required and any optional documents are attached by no later than 11:59 PM PST of the initial screening date shown on the job posting.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials





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are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <https://hrjobs.mtsac.edu> to complete and submit your application for this position.

#### Letters of Recommendation

The required letters of recommendation are not required to be confidential but if your reference prefers to send a confidential letter, please follow these instructions and notify your reference directly. To obtain a confidential letter of recommendation, you must enter the references name and email address in the fields provided under the Confidential References section of the application.

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#### EEO Policy:

It is the policy of Mt. San Antonio College that harassment is prohibited and that all persons shall receive equal employment and educational opportunities without regard to sex, race, color, ancestry, religious creed, national origin, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV & AIDS), marital status, sexual orientation, or Veteran Status. This nondiscrimination policy covers Family and Medical Care Leave and Pregnancy Disability Leave. Contact the Office of Human Resources if you need any special accommodations to complete the application process at 909.274.4225.

Mt. San Antonio College is an Equal Opportunity Employer

#### Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).



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To apply, visit [\[url=https://apptrkr.com/1492724\]](https://apptrkr.com/1492724)<https://hrjobs.mtsac.edu/postings/7172>

[\[img\]https://www.jobelephant.com/img.php?id=1492724&image=logo"/>](https://www.jobelephant.com/img.php?id=1492724&image=logo)

### Contact Information

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

### Contact

N/A

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