

# Director of the United Lutheran Seminary Library

**Position:** Director of the United Lutheran Seminary Library, which exists in two locations. It comprises the Wentz Library in Gettysburg, PA, and the Krauth Memorial Library in Philadelphia, PA. The director has oversight of both locations, including staff oversight at both locations. Both libraries have long been an essential part of academic life and student success at the seminary. Deeply valued by the campus community, the libraries provide information resources, excellent service, and vision for the future. The position is based at either campus, but will involve regular travel to the other campus.

**Purpose and Function:** The Director of the Library, which exists on two campuses, brings to the position professional training and expertise in library information science, plus a thorough knowledge of the distinctive kinds of library resources and services involved in theological education. It is the task of the Director to manage the library's resources and promote them in the service of the seminary community, facilitating and enhancing research and pedagogy. The Director is responsible for formulating and administering library policies and services, all of which should foster the most extensive and meaningful use of the library, both by the immediate seminary community and by the broader academic and ecclesiastical communities. The librarian is a member of the faculty.

## **Responsibilities and Duties:**

1. Administration
  - Provide strategic vision, direction, and leadership for the continued development and advancement of the library as a center for academic excellence on both campuses.
  - Establish policies and procedures in conjunction with the Library Committee and Eastern Cluster Librarians [the current Gettysburg, Philadelphia, and Southern Seminary Libraries].
  - Define objectives for library services that can guide planning and budgeting.
  - Monitor and evaluate trends and developments relevant to academic libraries, particularly in the areas of scholarly communication training, instruction, outreach, assessment, information literacy, and digital collections. Integrate current and evolving technologies of publication into collection development plan.
  - Chair the Library Faculty Committee.
  - Foster cooperative relationships with other libraries and engages in formal relationships to share resources.
  - Manage the library building and all related projects including space planning, building maintenance, and disability access requirements.
2. Human Resources
  - Define responsibilities and create/update position descriptions for library personnel and conduct annual reviews for all library employees.
  - Foster staff development and continuing education opportunities for library personnel.

- Communicate goals, priorities, and issues to staff and works to enhance internal communication.
3. Fiscal Management
    - Prepare an annual budget in consultation with the Cluster Administrator (Business Officer) and the Chief Financial Officer of the seminary.
    - Consult with development staff to identify priorities for library fundraising and strategize on approaches for their realization.
    - Administer the Library budget; track expenditures. Oversee management of print and electronic collections and participate in materials selection. Support collection development policy in collaboration with the faculty as appropriate to the educational mission of the seminary.
  4. Resource Management
    - Evaluate print/electronic resources in terms of the institution's and cluster's programs and services, coordinating access (by purchase, licensing, loan, and other linkages) to desired resources, within the policies and practices of the Eastern Cluster of Lutheran Seminaries Library.
    - Develop, apply, and report performance metrics.
    - Formulate and administer policy on the acquisition, retention, remote location, or disposal of materials.
    - Administer seminary archives and special collections; oversee Region 7 and 8 archives.
  5. Seminary, Cluster, and Judicatory Relationships
    - Serve as the official representative to the Eastern Cluster Lutheran Seminaries Library and to assist the other Cluster librarian in various leadership capacities to achieve the Cluster mission and goals.
    - Serve in other faculty responsibilities such as committees, advising, etc., as negotiated with the Dean.
    - Serve as the official representative to relevant library and other organizations such as SEPTLA and ATLA.
    - Collaborate and coordinate with the care of the Regional Archives.
  6. Patron Service
    - Provide professional and personal assistance to library patrons.
    - Offer orientation programs, guides, online resources, class presentations, and individual instruction.
    - Actively engage faculty and students around resources of the library in pedagogy and research.
    - Develop and administer evaluations of resources and services.
    - Ensure access to services, instruction, and the physical space by a variety of seminary constituencies.
  7. Professional Development

- Maintain a high level of professional engagement by keeping current with professional literature, and participating in local and national professional associations, publishing and/or presenting.

#### 8. Long-Range Planning

- Collaborate with faculty, students, and colleagues in the library to create a vision for library services linked to the seminary's strategic plan and responsive to changes in the technological and information environment.
- Involve the staff through meetings to determine and coordinate the library's goals and objectives with those of the seminary and the Eastern Cluster.

### **Qualifications and Skills:**

It is expected that the person appointed will have the following education, experience, and abilities:

- Master's degree in library or information science from an ALA accredited institution; additional advanced degrees desirable.
- Graduate level study in Bible, Theology or Religious Studies required; degree preferred.
- Five years of leadership and supervisory experience, with preference given to experience in an academic setting.
- Demonstrated record of leadership in a context of rapid organizational and technological change.
- Strong background in and understanding of library processes, practices, and standards in an academic library setting.
- Background and experience in fundraising and donor relations desirable.
- Proven ability to work collegially and effectively with students, faculty, staff, alumni and volunteers.
- Demonstrated ability to promote the library with many different audiences.
- Disciplined adherence to best archival principles and practices.
- Demonstrated experience and expertise in the innovative integration of emerging electronic resources with traditional library materials.
- Strong interpersonal skills.
- Excellent oral and written communication skills.

### **Accountability:**

- The Library Director reports to the Dean.
- There shall be an annual review of the Director by the President concerning administrative matters. The standard faculty review process shall govern the review of the Director with respect to his or her educational role. The primary teaching role shall be the orientation and information literacy instruction provided for all academic programs of the seminary.
- Reports in writing semiannually to the Board of Trustees, to the Eastern Cluster as determined, and informally to the Faculty; and annually at the end of the fiscal year to the president.
- The Dean shall exercise responsibility for the librarian's professional development.