

POSITION DESCRIPTION

OFFICIAL TITLE	Scholarly Communication Librarian
TITLE CODE	
WORKING TITLE	Scholarly Communication Librarian
POSITION CODE	
APPOINTMENT STATUS	Faculty, Tenure-track, Annual, 100% FTE
ORGANIZATION AND LOCATION	This position is part of Public Services and Outreach is located on the 4 th floor of Holland Library, located at the Pullman campus of Washington State University.
BASIC FUNCTION	The primary responsibility of this position is to formulate plans for moving the WSU Libraries forward in meeting the challenges of changing modes of scholarly communication.
REPORTS TO	Assistant Dean, Public Services and Outreach
SUPERVISORY RESPONSIBILITY	This position does not supervise or lead any other positions.
DUTIES AND RESPONSIBILITIES:	
A. Scholarly Communication (70%):	
1.	Monitor and report on current developments in scholarly communication, open access, institutional repositories, and related legislative initiatives.
2.	Inform library faculty, research faculty, graduate students, and University administrators of changes in scholarly communication and ways in which they can contribute to new and evolving methods for distribution of research results.
3.	Develop educational opportunities for sharing information about scholarly communication, open access, institutional repositories (specifically the WSU Research Exchange), and legislative actions that might affect these issues.
4.	Develop and maintain the Libraries Scholarly Communication Website and assist in the development of Web-based information for the Research Exchange.
5.	In collaboration with the Libraries Systems office personnel and other library staff, develop policies governing deposit of content in the Libraries repository, the WSU Research Exchange.
6.	Help develop procedures and workflows to expedite content deposit in Research Exchange.

7. Serves as official WSU Libraries' representative to institutional, regional and national organizations at the request of Assistant Deans, or Dean.

B. Professional/Scholarly Activities (20%)

1. Keeps current on trends and developments in the areas of scholarly communication, open access, institutional repositories, and related areas by reading professional literature, monitoring appropriate email lists, participating in professional organizations and committees, and attending workshops, institutes, seminars and conferences at local, state, regional, national and international levels.
2. Conducts research in areas of library and information science related to this position or other scholarly subjects for potential publications and/or presentations.
3. Share with library colleagues and department faculty and staff relevant information gained from professional activities and use that knowledge to improve departmental operations.

C. Service to the Library, University and the Public (10%)

1. Serves on library working groups, search committees, standing committees, and ad hoc groups as appropriate.
2. Serves on WSU university committees and task forces.

SIGNATURES BLOCK

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Date

First-Level Supervisor Date

Second-Level Supervisor Date