



Interlibrary Loan and Circulation Services /Reference Librarian

Jack Tarver Library, Mercer University

The Jack Tarver Library of Mercer University seeks an energetic, talented librarian to join our team as Interlibrary Loan and Circulation Services/Reference Librarian. This position will be part of a vibrant, learning-centered library community committed to delivering the best personal service, resources, and information technology to our patrons. Our motto is *Learning Happens Here!*

Responsibilities: This position contributes to the success of Tarver Library by managing the policies and procedures of interlibrary loan, circulation, and reserve services to ensure that materials and library services are attainable by the Mercer University community. As a member of the Reference Department, the individual participates in reference desk activities, provides library instruction, and serves as a subject librarian to academic departments.

Qualifications: Demonstrated commitment to customer service, including evidence of a learning-centered perspective. Demonstrated familiarity with interlibrary loan national and international protocols and procedures. Knowledge of and experience with hardware and software to support circulation and interlibrary loan services. Evidence of organizational, presentation, and interpersonal communication skills, including initiative, creativity, problem solving, and the ability to work collaboratively with faculty, staff, and students. Evidence of commitment for professional growth and development. Must be able to tackle challenges in technology and public services with energy and enthusiasm. Demonstrated ability to teach is essential. ALA accredited master's degree.

Preferred qualifications include: Academic background and/or professional experience in at least one of the natural or physical sciences. Public service experience, especially circulation or ILL. Supervisory experience.

One of four Mercer University Libraries, the Jack Tarver Library, <http://tarver.mercer.edu>, in Macon, Georgia offers strong collections of print and electronic resources, including GALILEO, <http://www.galileo.usg.edu/>, and a talented staff of 30 serving 175 faculty and 4,000 students in the College of Liberal Arts, Stetson School of Business and Economics, School of Engineering, the Tift College of Education, and the School of Music. Current projects include new service initiatives, including virtual reference service; integration of media and curriculum materials collections into the library, and welcoming a new President of the University in July. Salary and faculty rank are dependent on qualifications and experience. Mercer offers a strong benefits package, including tuition waiver program, and 22 vacation days plus University holidays.

Mercer University is the only independent university of its size to offer programs in liberal arts, business, engineering, education, medicine, pharmacy, law, theology, nursing, and music. Additional information is available at www.mercer.edu

Candidates interested in seeking an exciting opportunity for developing skills and expertise in public services should submit an application via the Mercer web site: www.mercerjobs.com. The application should include a letter of application, resume, and complete contact information for three professional references. Attachments must be in Microsoft Word, rich text format, or PDF. Review of applications begin May 31, 2006 and continue until position is filled. AA/EOA/ADA.