Temporary Part-Time Librarian Pool

University Library

The University Library at California State Polytechnic University, Pomona invites applications for a pool of part-time lecturer librarian positions as needed.

About Cal Poly Pomona

Pomona is one of three polytechnic universities in the 22-campus California State University system and among 12 such institutions nationwide. Since its founding in 1938, Cal Poly Pomona students participate in an integrative experiential learning education that is inclusive, relevant, and values diverse perspectives and experiences. With a variety of degree programs in the arts, humanities, sciences, engineering, and professional disciplines, the university is well known for its learn-by-doing approach and Teacher Scholar Model.

The university is noted for its scenic and historic 1,400-acre campus, which was once the winter ranch of cereal magnate W.K. Kellogg. We acknowledge that Cal Poly Pomona resides on the territorial and homelands of the Tongva and Tataavium people who are the traditional land caretakers of Tovaangar. The university's nearly 30,000 students are taught and mentored by the campus's more than 1,400 faculty as part of 54 baccalaureate and 29 master's degree programs, 11 credential and certificate programs, and a doctorate in educational leadership.

The University Library

As the central intellectual and cultural resource of the campus community, the purpose of the Cal Poly Pomona University Library is to provide all students, faculty, staff, and administrators with effective and equitable access to the recorded information necessary to support the University's instruction, research, and public service mission, to respond to the need of all members of the University community to be library and information literate, and to provide a rich independent learning environment where information can be explored and assimilated to knowledge. To learn more about the library, visit our website: http://www.cpp.edu/library

Position & Responsibilities

The temporary faculty pool is open on a continuous basis, with appointments made as needed depending on library requirements and available funding. Candidates should be prepared to begin work on short notice if selected. The Fall term begins in late August and ends in mid-December; the Spring term begins mid-January and ends in mid-May.

We are seeking collaborative and innovative librarians dedicated to developing and delivering user-focused library services for students, faculty, and staff. Positions may be available within any of the following library units:

- Collections, Acquisitions, and Resource Discovery Services
- Library Technology Services
- Research and Instruction Services
- Special Collections & Archives

Duties are dependent on unit needs. Assignments may include but are not limited to:

- Providing research assistance to students, faculty, and staff.
- Providing information literacy instruction sessions and workshops.
- Designing and producing research guides, information literacy tutorials, program reports, and other resources in print, web-based and multimedia formats.
- Promoting library resources and services to faculty, students, and campus groups; planning and present library tours.
- Participating in collection development activities, including analysis, acquisition, selection, deselection, vendor interaction, and budget allocation to ensure the subject collection meets curriculum needs.
- Participating in the purchase of print and non-print library materials and resources in collaboration with faculty.
- Performing original cataloging of library materials in all formats; integrating online journals and e-books into the library catalog.
- Participating in the maintenance of the library's integrated library system (ILS), digital databases, website, and other software and hardware.
- Ensuring seamless access to electronic resources.
- Participating in the development of information technology principles, processes, systems, and standards, including usability, accessibility, and emerging web technologies.
- Implementing new technologies for the library.
- Managing, organizing, and providing access to the university's special collections, archives, and rare materials.
- Implementing strategies for acquiring, accessioning, organizing, and cataloging unique materials like rare books, manuscripts, photographs, and archives.
- Implementing strategies for the preservation and maintenance of both physical and digital collections, including handling, rehousing, and digitizing items.
- Creating and maintaining finding aids and digital collections using appropriate metadata standards.
- Assisting in grant proposal writing.
- Participating in the development and implementation of library policies and procedures.
- Planning and implementing library-oriented programming, such as displays, library events, etc.
- Collaborating with other library faculty on a regular basis to develop, assess, and revise, as appropriate, measurable student learning outcomes.
- Performing related duties as assigned.

Qualifications

Candidates should address the following required and desired qualifications in their cover letter/letter of application. Applicants are encouraged to draw upon a wide range of experiences, including but not limited to coursework, internships, externships, and community or volunteer work.

Required

- A Master's degree in Library Science, or Library and Information Science (American Library Association-accredited); or must graduate with MLS/MLIS within 6 months of application.
- Library experience or relevant coursework reflecting duties in desired library unit.

Preferred

- Previous academic library work experience

Rank and Salary

Candidates are hired at the [Librarian – 12-month classification (Range 2)](). This is a non-tenure track position.*

- Assistant Librarian $6,288-$7,658; Anticipated pro-rated monthly hiring range based on hours (10-20 per week) and experience: $1,572-$3,144.**

Benefit packages are not provided to part-time librarians.
**Salary is dependent on budget. Appointees are typically placed at the beginning of the range.*

How to Apply

Early career librarians are encouraged to apply.

A complete application must include:

- Cover Letter (indicating which library unit you are qualified to work in)
- Resume/Current Curriculum Vitae (CV)
- Unofficial transcripts of highest degree (official transcripts required upon hire)
- Three professional references with names and email addresses

Applications will be reviewed as needed. Please direct all questions about the position to Paul Hottinger, Department Chair, at prhottinger@cpp.edu.