

Department: Collection Access and Management Services

Faculty Hire Number: #23-08

Rank: Senior Assistant or Associate Librarian

Effective Date of Appointment: July 1, 2023 (Subject to Budgetary Approval)

Salary: Minimum salary of \$74,280 for Senior Assistant Librarian or \$85,244 for Associate Librarian, and an excellent benefits package. Salary and rank are dependent on qualifications and experience.

CSUN's Commitment to You:

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

For more information about the University, visit: <http://www.csun.edu>

About the College:

For more information about the University Library, see: <https://library.csun.edu/About>

About the Department:

For more information about the Collection Access and Management Services (CAMS) Department, see: <https://library.csun.edu/collection-access-management-services>

Position:

Collection Management Librarian

In support of collection management, the University Library at California State University, Northridge seeks a service-oriented individual to assist in managing collections, especially electronic resources such as streaming media, in a busy university environment. The successful candidate works with colleagues in both CAMS and Research, Instruction and Outreach Services (RIOS) departments to analyze collections needs on campus and adds these items into the Library's holdings; works to meet the metadata, accessibility, and management challenges posed by these resources; and consults with teaching faculty regarding availability, licensing, and copyright, and the integration of electronic resources into course modules and library guides.

The Collection Management Librarian develops and creates discipline-specific or general digital learning objects, including LibGuides, videos, and/or tutorials in support of diverse student research needs. In collaboration with other library faculty, performs assessment about the usage, satisfaction with, and impact on student learning of streaming media and other related resources and services with the purpose of informing future acquisitions. Additionally, the Collection Management Librarian, depending on educational background and experience, participates in liaison and collection development activities for one or more disciplines, based

on the needs of the Library. Participates in library instructions, and in-person and remote reference/research assistance in a dynamic learning environment.

This is a 12-month, full-time, tenure-track faculty position at the Senior Assistant Librarian or Associate Librarian level, with attendant expectations for professional competence, service, and scholarship. Some evening and weekend work is required. The successful candidate will be held to the standards and requirements of the college and department in which they are housed for recommending tenure and promotion.

Required Qualifications:

As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching, research, and engagement. As of Fall 2020, CSUN enrolls ~40,000 students, where 56% are Latinx, 20.8% are White, 9.3% are Asian American, 4.8% are Black/African American, 0.1% are Native American, and 0.1% are Native Hawaiian or Pacific Islander. The successful candidate will help the Department achieve equitable outcomes for all students through teaching, student mentorship, scholarship, and service.

- Master's degree in information and/or library science from an ALA-accredited school, or equivalent degree if earned from outside the U.S. or Canada;
- Demonstrated experience with collection management;
- Demonstrated knowledge and experience managing electronic resources;
- Familiarity with acquisitions, licensing, and copyright of electronic resources, especially streaming media;
- Excellent organizational, interpersonal, and communication skills;
- Demonstrated experience and commitment to effectively work with students from diverse backgrounds and to working in a diverse campus community;
- Demonstrated commitment to racial and social justice;
- Ability to apply commitments to diversity, equity, and racial and social justice within the context of acquiring and providing access to library collections;
- Commitment to engage in research and continued professional development worthy of promotion and tenure in the California State University system.

Preferred Qualifications:

- Proficiency performing collection assessment and usage analysis;
- Experience performing successful outreach to faculty about electronic collections;
- Experience in developing digital learning objects (e.g., LibGuides, tutorials);
- Experience providing information literacy instruction;
- Experience providing reference/research assistance;
- Experience managing collection budgets.

Application Deadline:

Screening of applications will begin **December 31, 2022**. Priority will be given to applicants who meet the screening deadline; however, the position will remain open until filled.

How to Apply:

Candidates should apply by completing the CSUN online application. To submit an application and for more detailed information on the application and hiring process, please visit this link: www.csun.edu/careers

Applicants must submit **a cover letter, curriculum vitae, and three current professional references** to the website in the section above. In later phases of the search process, applicants may be requested to provide additional materials.

At time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the United States Citizenship and Immigration Services (USCIS) to work in the United States.

General Information:

In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available online [here](#). Print copies are available by request from the Department of Police Services, the Office for Faculty Affairs, and the Office of Equity and Diversity.

The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

As a condition of employment, all employees need to certify vaccination status by attesting they are fully vaccinated, need a medical exemption, need a religious exemption, or are not working on campus. You can obtain more information about or access the full vaccination policy [here](#).

In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU-related work outside of California.

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in [CSU Executive Order 1096](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Collection Access and Management office at 818-677-2265/2261.