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Friday, November 3, 2017

MacOdrum Library (Access Services) – Department Head

Academic unit:	Maxwell MacOdrum Library
Category of appointment:	Continuing Full-Time (Preliminary, Confirmation-Track)
Rank/Position title:	Department Head – Access Services
Start date:	January 1, 2018
Closing date:	Applications will be reviewed starting December 1, 2017 and will continue to be accepted until the position is filled

About the Position:

The Library at Carleton University invites applications from qualified candidates for a continuing full-time role as Department Head – Access Services.

Qualifications:

Applicants must have a master's degree in library and information studies from an ALA accredited program, or equivalent, and at least 5 years of progressively responsible library experience, preferably in an academic setting, of which at least 3 are in a supervisory or administrative capacity in a unionized environment.

Under the general direction of the Associate University Librarian (Academic Services), the Head of Access Services leads the development and management of the Library's access services to make the Library's resources accessible to all users. The incumbent is responsible for establishing the goals, priorities, and procedures for the Department, which includes Interlibrary Loan, Circulation, Reserves, Storage Facility and Stacks. The incumbent is responsible for the co-ordination and management of all operations and staff of Access Services. The incumbent works in close collaboration with department heads, and administrative and academic departments, to develop such services; assists in representing the Library to individuals and groups on and off campus; and performs other related duties.

They must also have:

- Extensive knowledge and understanding of academic library operations that relate to access to facilities and collections.
- A strong service orientation.
- Thorough knowledge of University teaching and research programs in terms of their requirements for access to teaching and research resources.
- Demonstrated interest in innovative use of technologies for pro vision of access services. Familiarity with circulation/reserves modules of an integrated library system.
- Knowledge of copyright and its impact on library services, particularly the reserves and inter-library loan functions.
- Ability to engage effectively in planning, problem solving, and goal setting.
- Strong leadership and team-building skills in order to manage, motivate, and develop the staff of a major library department in an effective, productive, and positive manner.
- Experience and/or knowledge of library consortia approaches to service delivery.
- Excellent oral and written communication skills.

The complete position description is available at: <http://www.library.carleton.ca/about/employment/career-opportunities>

About the Library:

The MacOdrum Library promotes excellence at Carleton University by collecting, preserving, and providing access to information resources and services for our teaching, learning, research, and administrative communities, wherever they are located.

The Library has a strategic plan, which is closely aligned with the University's Strategic Integrated Plan, and engages in annual planning and assessment based on key performance measures.

Application Instructions:

Review of applications will begin on December 1, 2017 and will continue to be accepted until the position is filled, and must include a statement of interest and a current resume or curriculum vitae. Additionally, candidates must provide the names of three references. If candidates are short-listed, their references will be expected to provide a letter of support to the search committee. Short-listed candidates will be asked to do a brief presentation on a topic related to the position.

Interested candidates should send their application packages and letters of support to the Office of the University Librarian by email in one single PDF document with "Department Head – Access Services" in the subject line to Lib-Admin@Carleton.ca.

Please indicate in your application if you are a Canadian citizen or permanent resident of Canada.

About Carleton University:

To learn more about our University and the City of Ottawa, please visit www.carleton.ca/provost.

Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

Applicants selected for an interview are asked to contact the Chair of the Search Committee as soon as possible to discuss any accommodation requirements. Arrangements will be made in a timely manner.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. All positions are subject to budgetary approval.

Friday, November 3, 2017 in [Job Postings](#)

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[November 2, 2017](#)

[Political Science \(Political Theory\) – Assistant Professor](#)

[Academic unit: Political Science Category of appointment: Preliminary \(Tenure-Track\) Field of specialization: Political Theory Rank/Position title: Assistant Professor Start date: July 1, 2018 Closing date: Consideration of complete applications will... More](#)



[October 26, 2017](#)

[7th Annual United Way Provost Pancake Breakfast](#)

[Join us in support of the United Way on Thursday, November 2, 2017 from 8:00 and 9:30 am for the 7th Annual Provost's United Way Pancake Breakfast in the University Centre... More](#)



[October 12, 2017](#)

[Social Work \(Social Work Research\) – Associate Professor](#)

[Academic unit: Social Work Category of appointment: Preliminary \(Tenure-Track\) Field of specialization: Social Work Research Rank/Position title: Associate Professor Start date: July 1, 2018 Closing date for applications: Consideration of... More](#)



[October 12, 2017](#)

[Journalism and Communication \(Journalism\) – Professorial Ranks](#)

[Academic unit: Journalism and Communication Category of appointment: Preliminary \(Tenure-Track\) Field of specialization: Digital Science Journalism Rank/Position title: Assistant or Associate Professor Start date: July 1, 2018 Closing date for... More](#)

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