AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR
OF LIBRARY SERVICES

GENERAL OVERVIEW

The Director of Library Services is the designated leader and administrative officer responsible for the effective and efficient operation of the Library [system] within the policies, directions, and plans of the campus as a whole.

The Director of Library Services is the public spokesperson for the library to the internal/external campus constituencies.

The Director of Library Services reports to the Vice Chancellor for Academic Affairs. The Director is responsible for the performance of the following duties, some of which may be delegated in whole or in part.

LEADERSHIP AND ADMINISTRATIVE DUTIES

A. 1. To provide overall leadership, direction, communication coordination, and assessment of the library [system] as a whole, and of the sub-units within it, especially in the areas of collection development, public services technical services, facilities planning, and personnel policies.

A. 2. To provide overall leadership in the development and implementation of information technologies and digital library capabilities.

A. 3. To establish and maintain a cooperative, collegial work climate which enhances communication, trust and productivity of and among librarians and administrative, secretarial and technical staffs and library patrons.

A. 4. To ensure that Library policies and procedures protect and enhance the unit’s academic integrity, focusing the core functions on its essential, academic mission.
A. 5. Where applicable, to assist in the accreditation process for the campus and its respective units and departments.

A. 6. Where applicable, to ensure that faculty and student complaints/grievances are correctly processed and appealed in a timely and appropriate manner.

A. 7. To serve on appropriate academic, technological, and administrative councils, both at IPFW and within the IU system.

A. 8. To participate with the IU Dean of Libraries and library directors on other IU campuses to ensure system-wide coordination of library services, especially the online union catalog and resource sharing.

A. 9. To represent the Library to the Vice Chancellor, IPFW administration, to the IU Library System, to other segments of the campus, and to the communities served by the Library.

A.10. To assist the Senate Library Sub-committee in its understanding and review of library issues.

A.11. To ensure productive and secure use of Library facilities, resources, and space, adhering to OSHA, ADA, and other applicable and required regulatory rules/laws.

A.12. To provide an attractive, comfortable, healthful, and state-of-the-art work environment to improve staff efficiency.

A.13. To coordinate all Library publications, brochures, pamphlets and other information products/services both print and electronic.

A.14. Where applicable and appropriate, develop an interconnection Library [system] for the campus that unites unit/departmental collections with the Central Library facility.

A.15. To coordinate the Library and the Allen County Public Library and other regional libraries.
FIDUCIARY DUTIES

F. 1. To establish and monitor a budget and a funding strategy which enhances and supports the mission of the Library and the campus.

F. 2. To coordinate grant applications submitted by the Library, ensuring that they are congruent with the Library's goals and that they are presented to the appropriate campus offices for approval in a timely fashion.

F. 3. To actively participate in Library development activities.

PERSONNEL DUTIES

P. 1. To create and maintain a personnel data base regarding the employment and performance of all persons within the Library.

P. 2. To coordinate all personnel searches for the Library, ensuring that diversity goals are pursued diligently and campus procedures are followed.

P. 3. To provide written evaluations of librarians and staff in keeping with campus and IU system policies/procedures.

P. 4. To establish and implement an equitable approach to compensation for librarians, staff, and student employees.

P. 5. To engage in such career counseling of librarians and staff which maintains morale, rewards and fosters competence and effort, and deals effectively with problems and issues that decrease librarian and staff job performance.

P. 6. To use the promotion and tenure process to create an atmosphere of growth.

P. 7. To create and implement a systematic librarian and staff development plan which improves performance levels and abilities, accommodates diversity, and responds to change.

P. 8. To recommend to the Vice Chancellor all personnel actions, such as appointment, reappointment, promotion, tenure, leave, involuntary dismissal, transfer, and sabbaticals.
SERVICES AND COLLECTIONS DUTIES

S. 1. In cooperation with the faculty and administration, to establish procedures and standards that will ensure materials and collections and access to information resources that meet the current and anticipated information needs of the undergraduate and graduate students.

S. 2. To work with and support faculty in their roles as teachers and scholars.

S. 3. To work cooperatively with the administration and with other libraries and organizations to develop relevant services and programs which serve the information needs of the population of Northeast Indiana.

S. 4. To support the information needs of distance education students and programs.

S. 5. To establish a formal and informal communication network so that student feedback occurs on significant issues and problems in the Library.

OTHER

D. 1. To perform such other duties as may be delegated by the VCAA or other appropriate campus officers.

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Fenwick W. English
Vice Chancellor for Academic Affairs