

**Worksheet: Essential Job Functions for Librarians**

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|---|--|------------------|--|
| Faculty Member:                             |  | Academic Title:  |  |
| Dates of Anticipated Leave (if applicable): |  | Supervisor Name: |  |

Check **all** items that apply to this individual:

**Librarianship: This person has librarianship responsibilities.**

Scheduled in-person or chat reference shifts (requires ability to listen, as well as oral or written communication with library users, and the ability to practice and model critical thinking and problem solving).

Offer individual and group research consultations upon request, either in-person or virtual (synchronous and asynchronous) (requires ability to listen, as well as oral or written communication with library users, and the ability to practice and model critical thinking and problem solving).

Communication/collaborate with colleagues and supervisor(s) (requires ability to talk, listen, and respond, sometimes using IU online systems).

Supervises full-time employees and/or part-time employees, including assigning tasks, communicating, responding to questions, assessing, and coaching (requires ability to listen, as well as oral or written communication with employees, and the ability to practice and model critical thinking and problem solving).

Provide in-person and/or virtual (synchronous and asynchronous (e.g., via the LMS – Canvas) instruction (requires live connections and ability to talk, listen, and respond to live participants).

Design lesson plans and learning objects for use in instructions (requires the ability to compose, edit, analyze, and revise content).

Maintain online subject guides and learning objects (requires the ability to compose, edit, analyze, and revise content).

Collect and analyze data to support collection decisions (requires the ability to compose, edit, analyze, and revise content).

Respond to constituent inquires (requires ability to listen, as well as oral or written communication with library users, and the ability to practice and model critical thinking and problem solving).

Communicate with external vendors, publishers, partners, and/or consortia (requires ability to talk, listen, and respond, sometimes using IU online systems).

Use judgement to appropriately describe information resources (requires ability to compose, edit, analyze, and revise content).

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Gather and analyze data regarding research outputs (requires the ability to identify, collect, analyze information, and deduce conclusions).

Provide publishing support to journal editors (requires ability to talk, listen, and respond, and to practice critical thinking and problem solving, sometimes using IU online systems).

Provide consultation regarding data management and sharing (requires ability to talk, listen, and respond, to identify, collect, analyze information and deduce conclusions, and to practice critical thinking and problem solving).

Use judgement to appropriately select digital tools as well as utilize those digital tools to create, edit and analyze work connected to research, instruction, collection development, and web

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General physical requirements of librarian position:

Librarian roles require the ability to effectively communicate and to operate a computer and other standard office productivity equipment. These positions involve sedentary work, as well as periods of time moving around an office environment and the wider campus. In cases where accommodations might be needed for this work, University Library works with IUPUI's Office of Equal Opportunity to provide personnel with appropriate assistance.

*Please return this form to the Human Resource Business Partners (HRBP) for processing.*