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Atlantic School of Theology (AST) announces a vacancy
for the dual roles of
Collections Promotion & Development Librarian
(Full-Time, permanent position)
and
Library Co-Chair
(Term position, 3 years)

The Collections Promotion & Development Librarian and Library Co-Chair positions support the operations of the Library of Atlantic School of Theology. This is a full-time, Professional Librarian position and is open to those at the rank of Librarian 1 or Librarian 2. The full position description follows below.

Title/term: Collections Promotion & Development Librarian (permanent)

Title/term: Library Co-Chair (3 years)

Starting Date: August 2024 or as soon as possible thereafter.
Date to be negotiated.

Location: On the campus of Atlantic School of Theology in Halifax, NS

Personal Profile: As the ideal candidate for the dual role of Collections Promotion & Development Librarian and Library Co-Chair, you bring experience as a Professional Librarian and leader with a focus on collegiality, service, and inclusion. You are a self-directed and strategic thinker who takes initiative and has passion for building and promoting collections that support the pedagogical goals and research needs of colleagues and students. Leading from the middle, you bring a collaborative approach to the work environment that fosters mutual respect.

AST's mission is to shape faithful and effective leaders and understanding among communities of faith. Working closely with

the other members of the library staff, the Collections Promotion & Development Librarian and Library Co-Chair strives to achieve goals and objectives in support of the academic operations at AST based upon the University's mission and strategic plan. Understanding of theological/religious studies subject headings is considered an asset (though not a requirement), due to the nature of the AST Library collection.

Salary & Rank: Salary and Rank will fall within the range of \$59,687-74,614 (Lib I) / \$65,510-80,436 (Lib II) depending on training and experience.

Additional stipend as Co-Chair: \$3750 per annum

Professional Librarians at AST are included within the AST Faculty Association's Collective Agreement. The terms and conditions of the successful candidate's employment will be governed by the Fifth Collective Agreement between the AST Board of Governors and the AST Faculty Association.

Vacation & Benefits: 22 days of vacation per annum plus university closures; office space; health, dental, AD&D, and life insurance; fitness allowance; professional activities allowance; research leave

Reports to: Academic Dean

Pre-application inquiries: May be directed to Mr. Robert Martel (robert.martel@astheology.ns.ca)

To apply (email only): Forward a cover letter, your c.v., and contact information for three references to

Dr. Susan MacAlpine-Gillis
Academic Dean
astacademic@astheology.ns.ca

Application Deadline: **Noon on June 19, 2024**

Interviews: June 24-28, 2024

We thank all who apply. Only those selected for an interview will be contacted.



Position Description: Collections Promotion & Development Librarian

Reports to: Academic Dean

Summary

The Collections Promotion & Development Librarian designs and implements collection promotion initiatives for all physical and digital collections; periodically determines usage and accessibility of collections; collaborates with faculty to identify subject areas in need of growth; and collaborates with Acquisitions & Cataloguing Technician to assure timely access to new acquisitions.

This position functions as a collections liaison with Faculty, Formation Directors, University Musician, and Administration; provides regular public service (reference and circulation); and engages in scholarship and service to their profession. The Collections Promotion & Development Librarian works collaboratively with the Academic Dean, Professional Librarians, and Library Staff to support the mission of Atlantic School of Theology.

Responsibilities

Collection Promotion

- Actively promote the print and electronic items in the AST Library's General Collection, Reference Collection, Special Collections, Rare Books Collection, and Archives Collection
- Design physical displays and digital promotional materials that highlight new acquisitions, key subject areas related to faculty research, curriculum, the liturgical calendar, and other topics of concern relevant to the Founding Parties of the Atlantic School of Theology
- Monitor and review the storage and accessibility of all print collections; monitor environmental conditions of archives and rare book rooms

Collection Development

- Perform campus departmental liaison duties
- Work collaboratively with Acquisitions & Cataloguing Technician to support timely collection development and access
- Collect and interpret quantitative and qualitative data gathered from various sources including Library Management Systems, vendor statistics, and user-centered assessments to support collection development and assessment

General Library duties

- Conduct occasional general library tours and collection specific tours
- Provide regular daily circulation/reference desk service (10-12 hours/week)
- Assist students with research needs
- Collaborate with colleagues on projects
- Providing coverage for other library personnel as needed

Scholarship and Service

- Participate in scholarship and service to the University as a permanent Professional Librarian
- Participate in Novanet and CAAL initiatives and professional committees related to collection development

Desired skills and attributes

- Demonstrated ability to work both independently and in co-operation with other staff
- Strong organizational skills including oral and written communication
- Understanding of, and ability to support, the roles of an academic library
- Self-starter and problem-solver who takes initiative
- Excellent service and interpersonal skills to communicate with and support diverse populations
- Working knowledge of current cataloguing principles and standards as defined in FRBR, RDA, and MARC formats
- Familiarity with theological and/or religious studies subject headings and academic resources

Minimum Qualifications

- Completion of an ALA accredited Professional Librarian graduate degree program
- Librarian Rank 1
- Experience working with Alma or other Library Management System/
Integrated Library System
- Supervisory or training experience
- Proficient in Microsoft Office Suite

About Atlantic School of Theology

AST, located in the south end of peninsular Halifax, NS, is an integrated ecumenical university established by the Province of Nova Scotia and specializing in theology and Christian ministry. It is accredited by the Maritime Provinces Higher Education Commission and by the Association of Theological Schools in the United States and Canada. It was founded in 1971 by three parties: the Divinity Faculty of the University of King's College (Anglican Church of Canada), Holy Heart Theological Seminary (The Roman Catholic Episcopal Corporation of Halifax), and Pine Hill Divinity Hall (United Church of Canada). AST is affiliated with Saint Mary's University in Halifax. AST offers the degrees of Master of Arts, Master of Divinity, as well as a Graduate Certificate in Theological Studies; a Diploma in Missional Leadership; a Diploma in the New Evangelization; and a Diploma in Theological Studies. AST is committed to justice, equity, diversity, and inclusion in employment.

Approved May 2024

S. MacAlpine-Gillis, Academic Dean

Regarding the Library Chair position

The description of the Library Chair/Co-Chair position (below) has been excerpted from the 5th Collective Agreement between the Atlantic School of Theology Board of Governors and the Atlantic School of Theology Faculty Association.

Note: the appointment of the new Co-Chair coincident with this hire will be accompanied by the appointment of a second Co-Chair, who will share these responsibilities with the incumbent.



Position Description: Library Chair

(role may be shared by two Co-Chairs)

Reports to: Academic Dean

Summary

The Library Chair at Atlantic School of Theology (AST) is the academic and administrative head of the Library, fully involved in daily operations. While the Library Chair reports to the Dean, s/he may consult with other staff on administrative matters, as appropriate. The Library Chair is a member of the AST Faculty Association and is not responsible for employment (hiring, annual performances, disciplinary protocols, terminating), due to potential conflict(s) of interest with other Librarians in the same association employed at the AST Library.

Responsibilities

Leadership

- The Library Chair has overall responsibility for Library administration; collection organization, maintenance, and preservation; and effective educational collaboration.
- The Library Chair participates in the formation of institutional policy regarding long-term education and financial planning.
- The Library Chair is a voting member of faculty.
- The Library Chair is responsible for ongoing evaluation of collection, patterns of use, and provided services.

Strategic

- Create and implement the long-term vision and strategic plan for the Library, as approved by Administration of the School.
- Create, interpret, and apply policies concerning donations, lending, study-room use, access to fee-for-service information sources, etc.
- Interpret and implement the requirements for theological Libraries as recorded in the Standards for Accreditation by the Association of Theological Schools (ATS).

Operational

- Provide administrative leadership for the AST Library as an integral part of the mission of the University.
- Oversee Library personnel and support a collegial and collaborative work environment; as appropriate, monitor distribution of work, work hours, etc.
- Review and sign transaction documents (i.e. internal requisitions, material invoices, and timesheets).
- Negotiate license fees for library resources
- Create and administer the Library budget as recommended to the Board of Governors by School Administration, and work co-operatively in cost-sharing and cost-saving arrangements with other AST Departments, and other University Libraries.
- Co-ordinate the management of AST's Library resources in providing efficient and effective Library services for students, faculty, staff and the wider community; advise on resource development as appropriate.
- Foster development and preservation of collection through plan development and successful implementation; offer ongoing support for excellence in cataloguing, reference, document delivery, circulation services and research; support library initiatives in emerging information technologies and patron services (campus and distance).
- Ensure adherence to copyright rules and regulations at AST.
- Responsible for completion of the Library portion of the ATS Annual Report of Theological Schools.
- Help evaluate emerging technologies and encourage student and faculty use of adopted technologies.

Campus

- Work effectively with faculty, administrators, and staff as an advocate for the Library, in accordance with AST's mission; take initiative on library-related issues.

External

- Maintain and strengthen collaborative efforts with the Council of Atlantic Academic Librarians (CAAL), the Novanet Consortium, and professional associations and consortia (regional and national), as appropriate.
- Maintain excellent working relationships with other University Libraries, especially the Patrick Power Library at Saint Mary's University.