JOB SUMMARY:
Responsible for library collections and instructional and outreach services to faculty and students in assigned subject areas. The subject specialist will analyze academic departmental instruction and research programs to determine the strengths and weaknesses of the Library's supporting collections, and develop collections accordingly. He or she will serve as the main contact point between the library and assigned academic departments, providing instruction and outreach services, including reference consultations, information literacy instruction, and support for scholarly communications initiatives. Participation in subject specialist meetings is expected.

RESPONSIBILITIES:
A. Collection Management Duties.
The subject specialist will assume overall responsibility for the development of the collection in the assigned subject areas:

- Select materials in all formats, and manage the acquisitions budgets for assigned subject areas.
- Review approval plan forms, faculty requests, book reviews, and other collection development sources, to initiate orders within the boundaries of collection development policy and fund allocation.
- Maintain approval plan profiles, making adjustments as necessary.
- Assess quality and physical condition of the subject collections, making decisions on the replacement, transfer, withdrawal, or preservation of individual titles.
- Gather and analyze usage statistics to aid in collection development decisions and policies
- Respond to calls from potential donors; select from materials received as gifts
- Assess databases and other electronic products available from publishers in assigned subject areas, and recommend purchase or license as appropriate.
- Create and maintain subject webpages (libguides) in assigned areas
- Develop collection development policies for assigned subject areas in consultation with faculty and other subject specialists.
- Contribute to the library's policy-setting effort through participation in the subject specialist meetings.

B. Outreach & Scholarly Communications Duties

- Maintain a level of contact with the faculty that will provide knowledge of academic and research programs sufficient to ensure that collections and services support curriculum and research needs.
- Keep faculty informed about library issues.
- Analyze the course offerings and keep abreast of developments in assigned fields.
- Prepare reports used by departments and colleges for reviews and accreditation.
- Educate and inform faculty, graduate students, and others about scholarly communications issues, including author rights; seek an understanding of changing workflows and scholarly communications practices among faculty; advocate for sustainable models of scholarly communication
- Work with faculty to identify content for ScholarWorks@UNO; assist in copyright verification and deposit of content to ScholarWorks.

C. Reference and Instruction

- Provide specialized research assistance/consultation services in assigned subject areas.
- Teach information literacy classes to students and faculty in assigned subject areas.
- Assess for learning in instructional activities.

{Revised Feb 2012}