Emory faculty and students expect the Emory Libraries to:

- Maintain and expand research-level collections
- Act as expert guides
- Provide research help at the time of need
- Ensure the library’s catalog, databases, and other systems are satisfactory and interoperable

In response to evolving faculty and student expectations of the library as well as changes in higher education, subject librarians will adjust their roles and responsibilities accordingly. In order to be recognized as expert guides by Emory researchers, they will continue to have subject knowledge and advanced degrees. Acknowledging the importance of interdisciplinary research at Emory, Subject Librarians will place emphasis on the core and strategic University disciplines and interdisciplinary research areas in addition to departmental support.

Subject Librarians (SL) have core responsibilities which define their jobs. Subject librarians’ roles are defined as providing at a minimum collection management, marketing, and outreach to their assigned departments recognizing departments’ needs vary and additional levels of service are dependent upon the librarian and his/her department. However, given limitations on time and staffing, the need to adapt to a changing academy, and librarians’ desire to draw upon their natural interests and abilities, Subject Librarians will work with the SL team leaders to identify an affiliation to add to their core job responsibilities. Likewise, an option of adding a cross-divisional collaboration, or formally recognizing a pre-existing one, can be negotiated for approval with team leaders. Team leaders will work with SLs individually on an annual basis to develop a plan for affiliations, training, and goal setting. Subject Librarians will also infuse the voice of the customer throughout the library to strategically develop a library for 21st century researchers.

**ROLES & RESPONSIBILITIES**

I. **Core Responsibilities (ALL)**
   - Cultivating subject and interdisciplinary knowledge
   - Developing and managing collections

Providing education and outreach
Keeping abreast of new technologies and how they may apply to your field
Collaborating with scholars on advanced research
Reference assistance and research support

II. Services Division Affiliation
SLs are encouraged to participate in divisional programs and activities, either serving as a member of a divisional coordinating team, or a recognized emerging technologies group, or having significant responsibilities in cataloging and/or acquisitions.

- Reference Coordinating Team
- Outreach & Education Coordinating Team
- Services Assessment Coordinating Team or work with the Library Assessment Coordinator
- Collection Management Coordinating Team
- Representative in an emerging technologies group within the library
- Cataloging/Acquisitions in the Services division

III. Cross-divisional Collaboration (OPTIONAL)
The nature of the role of a subject librarian lends itself to cross-division collaboration with other units and divisions. Suggested areas for collaboration depend upon interest, resources, and need.

- DISC/Research Commons
- Woodruff Library Assessment Team
- Data/GIS Center
- MARBL
- Liaison to Professional Libraries: Health Sciences Center, Pitts Theology, or Law
- Systems
- Content
- IP Rights Office
- ID-COP
Subject Librarian Roles & Responsibilities Footnotes

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ii VOC Key Findings #1 on page i

iii VOC Key Findings #7 on page ii

iv VOC requirements and attributes for graduate students page 17 and undergraduate students page 18

v VOC Key Findings #3 and #4 on page ii

vi Examples of ways to measure this work include participation in journal clubs or reading groups, attendance at departmental seminars, enrollment or auditing of classes, and enrollment in graduate degree programs.

vii Defined as purchasing and developing the collections in line with student and faculty interests as well as responding to current and developing scholarship.

viii Defined as forming connections between the library and various departments, e.g. being a presence in the departments or providing library announcements and updates as needed, providing research guidance via class sessions, research workshops, research guides, and/or individual research consultations.

ix To be accomplished by attending and/or participating in conferences, workshops, and webinars provided at Emory or elsewhere. Training time will be recognized as part of librarian’s work.

x Defined especially as willingness to collaborate with scholars on digital research projects or engage in their own research projects. Also includes supporting tools, including data visualization, text mining, web development, and text analysis. Examples of ways to measure this work could be through consultations, DiSC projects, and GIS projects.

xi Librarians not assigned to the reference desk are expected to provide reference assistance as needed. Librarians currently assigned to the desk will work an average of 3 hours a week based on staffing needs. All new subject librarians will be trained and expected to work 4 to 6 hours for two years to learn about the library by working at the reference desk.

xii All SLs should be on at least one team with a limit of 2-3 SLs per team. Team leader of the specific team has the final approval of membership.


xiv No previous experience required but participants need willingness to learn-on-the-job and an interest in assessment data. Work with the Library Assessment Coordinator on survey analysis, SACS accreditation, and other assessment projects as needed. The Services Division Assessment Coordinating Team will be developed for data gathering and managing of division’s metrics, i.e. POP, annual reports, ARL reporting.

xv Members of the Collection Management Coordinating Team will assist in coordinating, planning, and implementing significant collection management initiatives
and assisting with operational activities (including storage reviews, collection analysis training and mentoring, collections strategic planning, documentation, etc).

xvi The Emerging Technologies related groups include but are not limited to DLI, Research Data Management Group, DISC, library web site management teams, and new library services.

xvii The Area Studies Team is the primary team with cataloging and acquisitions responsibilities.

xviii The cross-divisional goal is to provide collaboration between the library units. The collaboration will be negotiated with SL team leader and the leader of the other divisional team. The SL’s leader will establish goals with the SL and the partnering division annually.