Position Description

Dean of Libraries & University Librarian

General

The Dean of Libraries & University Librarian, is responsible for the overall management of the Simon Fraser University Library in accordance with the policies and procedures of the university and the Library’s Mission Statement. The Dean develops and administers policies and procedures to ensure a high level of services to the community of Library users, in support of their research and learning needs.

The Dean of Libraries & University Librarian is responsible for the management and development of the Library’s collections; the provision of library services; the allocation and control of the Library’s budget; the planning and implementation of automation and computer-based information systems; and the Library’s participation in regional, national and international co-operative projects.

Specific Accountabilities

The Dean of Libraries & University Librarian is responsible for the following:

- Developing and administering Library policies and programmes that support the learning and research objectives of the university.
- Developing strategic plans for library collection development, services, staffing, automation, and physical facilities and for acquiring funding to support them.
- Acquiring, providing access to, and preserving information resources, locally in print, non-print and electronic form, and through access. Integral components are developing and administering a Collections Policy and an Allocation Policy for Library materials.
- Remaining cognizant of issues facing research libraries and the trends that affect them; communicating these issues, and their implications to SFU, to the university community.
- Developing and administering the Library’s Operating and Capital Budgets.
- Developing and implementing policies, and regulations to make the most effective use of Library resources.
- Maintaining an awareness of new technologies and of ‘best practices’, and their potential for the SFU Library; considering and implementing them when appropriate.
- Providing instruction and information, using best practices, to enable users to make best use of available resources.
• Providing library users with physical facilities conductive to an effective research, learning and study environment, maintaining and upgrading these as required.
• Maintain close liaison with the university community through the Senate Library Committee, the Chief Information Officer, Faculty and Departmental advisory committees, student groups and administrative officers, and through direct consultation, presentations, periodic surveys, reports and other publications, and an online feedback system.
• Develop and maintain effective internal library organization, communication, and procedures.
• Chair the SFU Library’s management committees, and participate in the work of other committees within the Library.
• Make recommendations concerning terms of appointment and working conditions for all library personnel.
• Attract and retain excellent staff at all levels and provide them with the training and development they need to fulfill their responsibilities.
• Serve as an ex-officio member of the SFU Senate and as an ex-officio member of the Senate Library Committee and other committees of Senate.
• Participate in university governance and policy development as a member of the senior administrative group of Vice-Presidents and Deans.
• Represent SFU in regional and national organizations and consortia.
• Explore and facilitate opportunities for new and expanded funding for the Library outside of the university operating budget.
• Participate in initiatives and projects at the local, regional and national levels dealing with issues affecting academic research libraries and scholarly information systems.
• Perform such other duties as may be assigned by university bodies, the President, and the Vice-President, Research and International (VPRI).

**Reporting Relationships**

The Dean of Libraries & University Librarian reports directly to the VPRI. In accordance with its terms of reference, the Senate Library Committee advises and assists the incumbent.