

# FLORIDA GATEWAY COLLEGE

## *Job Description*

### ***DIRECTOR, LIBRARY***

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#### **DISTINGUISHING CHARACTERISTICS**

This position is both professional and supervisory. The Director serves as the college librarian, providing professional library services such as collection development, reference, bibliographic instruction, and cataloging. The Director supervises professional as well as para-professional library staff, and is a liaison for campus and community library resources. The position reports to the Vice President for Academic Programs.

#### **ESSENTIAL JOB FUNCTIONS**

Supervises all aspects of the Library, including technical services, reference and public service, collection development, and circulation.

Provides bibliographic instruction to students and other library users.

Serves on committees of the college and performs all ancillary, professional duties as required of a director. Chairs the Library Committee.

Serves as liaison with faculty to ensure their participation in collection development.

Submits annual reports summarizing Library activities, and provides leadership for continuous improvement efforts as evidenced through accreditation processes.

Develops and maintains all LIBRARY publications, including the newsletter, internal operations manual, user handbooks, and orientation manuals.

Ensures that library services are provided to distance learners as well as traditional, on-campus students.

Serves as college representative on the statewide Standing Committee as appointed.

Performs other duties as assigned by Administration.

Evaluates library services on a regular basis through user surveys.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of library cataloging practices, library computer applications including online searching, reference techniques, and library instruction. This position requires the ability to communicate effectively with all library users, the general public and the college community.

**EDUCATION AND EXPERIENCE**

A Masters in Library Science (MLS) or Information Studies from a program accredited by the American Library Association, and a minimum of three years work experience in library services.

Experience working in a community college library and knowledge of current technology trends in college libraries preferred.

# CHRISTINE A. BOATRIGHT

## EDUCATION

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2008 Florida State University College of Information  
*M.S./Library and Information Science*

2005 Florida State University College of Arts and Sciences  
*B.A./History/ Minor: English*

2003 North Florida Community College  
*A.A./General Education*

## AWARDS RECEIVED

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NISOD Excellence in Education Award- FGC 2011

Florida's Ask A Librarian Exemplary Reference Award- May 2008,  
November 2009, July 2011.

Florida Library Association Scholarship 2008

Librarians Serving the Public Scholarship Program FSU 2007-2008

Ruth Rockwood Scholarship – FSU 2006

Who's Who Among American Community College Students NFCC 2003

## INTERESTS AND ACTIVITIES

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Florida Virtual Campus Members Council on Library Services 2013-  
Present

Florida State Committee for Information Literacy 2009-2012

Florida Library Association member

American Library Association member

Northeast Florida Library Information Network member

Association of Florida Colleges-FGC Chapter President 2013

Association of Florida Colleges –FGC Chapter Publications Chair 2014 -

## WORK EXPERIENCE

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2013 – Present Florida Gateway College, Lake City, FL  
*Library Director*

- Oversee the workings of a small college library, including supervision of all five full-time and two part-time staff.

- Responsible for the budget and collection development of library collections
- Webmaster of the FGC library webpage

2009 – 2013 Florida Gateway College, Lake City, FL

*Coordinator, Library Research*

- Reference Instruction for students, faculty, and community members
- Information Literacy to students through the use of face-to-face instruction, virtual instruction, including videos and web tools, and publications.
- Webmaster of the FGC library webpage

2005 –2009 Suwannee River Regional Library, Live Oak, FL

*Library Technician II*

- Circulation, Reference, Interlibrary Loan, Cataloging, Ask A Librarian
- My main responsibility was customer service to our patrons through circulation and reference services. I also assisted in interlibrary loan, cataloging, Ask A Librarian virtual reference, outreach, and design of monthly displays.