



Director of Libraries and College Librarian

POSITION PROFILE

March 2009

THE OPPORTUNITY

St. Olaf College, one of the nation's leading liberal arts colleges, seeks a Director of Libraries and College Librarian to lead and manage its libraries. Reporting to the Provost's Office, the Director will provide academic and administrative leadership, expertise, and vision for the St. Olaf College Libraries and the St. Olaf College community.

A service orientation, a commitment to education in the liberal arts tradition, a deep understanding of the challenges and opportunities for academic libraries in the 21st century, and knowledge of the broad array of responsibilities in an undergraduate liberal arts college library are essential qualifications for this position. The Director of Libraries and College Librarian will be a person of integrity with an inclusive, team-oriented management style, and exceptional communication and relationship-building skills. S/he will provide visionary leadership to the college community related to the role of the library in support of the college's mission.

Founded by Norwegian immigrants and now a college of the Evangelical Lutheran Church in America, St. Olaf ranks among the foremost liberal arts colleges in the country. Educating and employing a diverse community of teachers, scholars, and learners, the college provides a liberal education in an atmosphere in which matters of faith are openly discussed as an everyday aspect of institutional life.

For information regarding how to make a nomination or express personal interest in this position, please see the section entitled "Procedure for Candidacy" near the end of this document.

ST. OLAF COLLEGE: AN OVERVIEW

About St. Olaf

Founded in 1874 by Norwegian Lutheran immigrants, St. Olaf is a nationally ranked liberal arts college of the Evangelical Lutheran Church in America. Its 3,000 students are drawn to St. Olaf from 50 states and 30 other countries. The student-faculty ratio of 12.8:1 encourages individual learning and teaching, while the residential nature of the 300-acre campus helps students become part of an enduring community that takes pride in its traditions and innovations. The college's budget for FY09 is \$112 million and the institution benefits from an endowment totaling \$247 million (as of 12/31/08).

The Campus

Renowned for its beauty and award-winning architecture, St. Olaf is set on a hilltop overlooking historic Northfield, Minnesota, a charming, two-college town just 35 miles south of Minneapolis and St. Paul. Known as "The Hill," St. Olaf College's picturesque 300-acre campus is home to 17 academic and administrative buildings, 29 student residences and 10 athletic facilities.

Academics

St. Olaf offers a traditional four-year liberal arts education distinguished by both breadth and depth. St. Olaf students work closely with dedicated faculty and staff who challenge them to grow in mind, body and spirit. They have the opportunity to conduct graduate-level research, study abroad in nearly every corner of the world, perform in some of the world's great concert halls, and contribute to athletic championships.

In addition to its world-class programs in music and mathematics, St. Olaf is recognized for its innovative approaches to undergraduate science education, its long-standing engagement in global education, and its commitment to environmental sustainability. The college also takes pride in its record of academic excellence. Since 1995 St. Olaf has produced five Rhodes scholars, including two recipients in 2007; 26 Goldwater Scholars; and 60 Fulbright fellows.

St. Olaf offers 43 graduation majors, including 15 teaching certifications, 19 concentrations and 17 pre-professional fields. Students also may pursue an individually designed major on any subject that permits coherent, in-depth study using resources available through the college. Although only one major is required for graduation, many students choose multiple majors, of which the most popular are English, biology, mathematics, economics, and psychology. To enrich their learning, St. Olaf students may choose among 19 different interdisciplinary concentrations including Asian studies, environmental studies, linguistics and women's studies.

St. Olaf is accredited as a degree-granting institution by The Higher Learning Commission of the North Central Association of Colleges and Schools. The college's academic programs are also accredited by the American Chemical Society, Commission on Collegiate Nursing Education, Council on Social Work Education, National Association of Schools of Dance, National Association of Schools of Music, National Association of Schools of Theatre and National Council for Accreditation of Teacher Education.

Leadership in the Liberal Arts

According to the National Science Foundation's Survey of Earned Doctorates, St. Olaf ranks No. 1 in mathematics and statistics; No. 2 in religion and theology; No. 3 in art and music; No. 3 in foreign languages; No. 6 in chemistry; No. 8 in physics; and No. 10 in biological sciences among the nation's 213 baccalaureate colleges in the number of graduates who go on to earn Ph.D.s.

St. Olaf is consistently one of the nation's most successful undergraduate institutions in preparing students for medical school. Upwards of 80 percent of St. Olaf graduating seniors who apply to medical school gain admission, compared to a national acceptance rate of approximately 49–50 percent.

With 53 National Merit Scholars enrolled in the St. Olaf Class of 2012, the college ranks No. 3 among U.S. liberal arts colleges and No. 46 among the more than 3,000 accredited four-year colleges and universities in the nation in the number of merit scholars in that class.

Citizens of the World

St. Olaf is committed to helping students become responsible and knowledgeable citizens of the world. More than two-thirds of St. Olaf students study off campus during part of their four years of study, either domestically or abroad. Currently 132 international and U.S. off-campus study programs are offered in 46 countries.

With 26 alumni currently serving abroad in the U.S. Peace Corps, St. Olaf ranks second among small colleges and universities (with enrollments under 5,000), and is the 96th greatest producer of Peace Corps volunteers since that organization was created 47 years ago.

Academic Calendar

St. Olaf is one of only a handful of colleges and universities that adhere to a 4-1-4 academic calendar. The January Interim is a four-week period of intensive study that provides an opportunity for faculty and students to focus their attention on one course, offering a time for single-minded study in depth. Many students choose to pursue off-campus and international study during this time.

Campus Life

As a residential college, 96 percent of St. Olaf students reside in one of the 11 residence halls and 18 academic and special interest group houses. Adjacent to campus are 700 acres of restored wetlands and woodlands, farmland, and a native tallgrass prairie owned and maintained by the college.

Extracurricular activities enable students to hone their leadership skills, explore their passions and meet new friends. With five large instrumental ensembles and seven large vocal ensembles, numerous chamber music ensembles, three jazz ensembles, two early music ensembles, and a three-production lyric theater season, more than one-third of St. Olaf students are involved in music. The college also offers 27 intercollegiate athletic teams, 32 club and intramural sports, and 137 registered student organizations.

Committed to Sustainability

St. Olaf promotes a variety of longstanding sustainability efforts, including the restoration of hundreds of acres of wetland, woodland and prairie; the conversion of lands that St. Olaf rents for agriculture to a no-till protocol; a student-run organic farm that supplies the college food service; 100 percent composting of campus food waste; and a very low carbon-per-student rate of seven metric tons. St. Olaf's utility-grade wind turbine provides up to one-third of the college's energy needs and its new science complex includes environmentally friendly elements such as a rooftop rain collection system.

College of the Church

St. Olaf strives to be an inclusive community that welcomes people of differing backgrounds and beliefs. We offer a nurturing, inclusive community that embraces spirituality and fosters compassion. As a college of the church, conversations about faith are part of campus life. The college intends that its graduates combine academic excellence and theological literacy with a commitment to lifelong learning.

The Northfield Community

Northfield is a historic river town of 19,000 in the south central part of Minnesota, just 45 minutes from the Twin Cities and the Minneapolis/St. Paul (MSP) international airport. A vibrant community, Northfield boasts a growing residential base, a thriving business community, two nationally-recognized colleges (Carleton College is the other), and many active and involved citizens. Downtown Northfield, a short walk from campus, has been restored to recall the 19th century and features coffeehouses, sandwich shops, restaurants, gift stores and local art galleries.

Northfield feels like a small town and also offers all the benefits of a progressive, sophisticated urban atmosphere. The city boasts excellent schools, a vital medical center, an active arts culture, and a wide array of organizations and activities that enhance Northfield's quality of life.

The neighborhoods and homes in Northfield are a fascinating blend of the historic, traditional, and contemporary. New developments maintain a close sense of community with locations convenient to schools, parks, and businesses. There are also many choices for townhome, apartment, and retirement living.

Northfield's medical services include a 37-bed hospital (opened in 2003), an orthopedic practice, eye clinics, mental health groups, dentists (including oral surgeons and orthodontists), a podiatry practice, several pharmacies, a state-of-the-art sports medicine and rehabilitation clinic, emergency medical services, three skilled nursing facilities, and a growing number of alternative medicine practices.

The community is committed to providing quality education through a broad range of educational approaches. The Northfield School District offers a progressive educational program with several options for meeting the needs of all students. The district's Community Education and Recreation department offers many classes, activities, and experiences to community members of all ages. Northfield also has two public charter schools, one private Catholic school (K-8), and one private Montessori school (preK-K).

Local businesses and corporations are key to Northfield's vitality. They provide products, goods, services, jobs, tax revenues, and community amenities. Northfield's business community includes multi-national corporations, national industries, several professional services firms, retail stores, and entrepreneurs.

For more information on Northfield and the surrounding region, please visit the community's website: <http://www.ci.northfield.mn.us/>.

THE ST. OLAF LIBRARIES

Purpose

The St. Olaf College libraries serve the college community by providing access to a universe of information, knowledge and art. The libraries support the college's mission by providing systematic instruction in the retrieval and evaluation of information as well as active support of the college's curriculum. The libraries have a staff of approximately 23 FTE.

Available Materials

The collection, housed in three separate libraries (Rølvaag Memorial Library, Hustad Science Library, and Halvorson Music Library), includes approximately 420,000 books, 22,000 media items, 5000 periodical titles, and 18,000 scores. An increasing number of journals are received electronically. The Libraries are also a partial depository for federal government documents.

While our collection development policy focuses on materials that support the college curriculum, we have unusual strengths and emphases which reflect unique elements in the tradition of the college. The collections in religion, Scandinavian literature and history, mathematics, and music are especially strong. St. Olaf is one of the few places where extensive materials can be found on the culture of Norwegian-Americans, particularly their church life. Our patrons also benefit from the rich holdings of the Hong Kierkegaard Library, the Norwegian-American Historical Association, and the Shaw-Olson Center for College History.

In 2003, St. Olaf and Carleton Colleges embarked on a project to merge our library catalogs, funded in part by a generous Mellon Foundation grant. This work was completed in 2004, when we launched Bridge, the catalog of collections at both schools. The success of this project exceeded our expectations and led us to apply for a second Mellon grant to explore ways of improving and expanding our work together. With the money received from Mellon, we completed several projects: an intensive review of the strengths/weaknesses across both our collections, a joint serials review, consolidation of our government documents and inactive serials collections, and enhancements to our Innovative Interfaces library system software.

As part of our work to collaborate in building electronic collections at both colleges, we strongly encourage vendors to view us as a small consortium, and offer discounted rates on electronic resources. While it is not always appropriate to hold duplicate electronic resources, the colleges work to maintain electronic collections that support and supplement one another.

Physical materials in the Bridge catalog are made available to faculty, staff and students on both campuses via a twice-daily courier service. The rate of cross-library borrowing between St. Olaf and Carleton now averages over 16,000 items per year. In practice, the Carleton and St. Olaf collections are "two collections functioning as one." Both libraries strive to make decisions about acquisitions and services to complement what is available

at the other. Students and faculty at both institutions are enthusiastic about the resulting expansion of materials readily available to them.

Digital Collections

The libraries are central to a campus-wide digitization effort focused on creating more online content for our many unique collections. We recently completed digitization of the first thirty years of the *Manitou Messenger*, St. Olaf's student newspaper. The libraries are working with departments across campus, including Dance, Mathematics, German, and Music, to digitize and create metadata for selected portions of their collections, and to add them, as appropriate, to the campus online collections.

Loan Services

The St. Olaf Libraries circulate over 115,000 physical materials annually to users on campus, Carleton College, and local community members. Each library also provides Course Reserves services, circulating over 22,000 physical reserve items per year in addition to an ever-increasing number of e-reserves, which provide access to articles, book chapters, and streaming audio.

Last year, our Interlibrary Loan office borrowed over 7,000 items for St. Olaf students, faculty, and staff and filled over 2,400 loan requests. Interlibrary Loan also oversees our recently-implemented Purchase On Demand (POD) service, which added 180 items to our permanent collection in 2008. The POD service allows us to enhance our collection by purchasing, rather than borrowing, those student-requested materials that are judged to be appropriately scholarly and current.

Information Literacy

The St. Olaf College Libraries have a history of providing course-integrated library instruction that dates from the 1970s, when St. Olaf was awarded a prestigious NEH/CLR grant to begin such a program. Instruction in information literacy is an integral aspect of the libraries' identity and mission in support of excellence in undergraduate education. The number of assignment-based research sessions conducted by liaison librarians has steadily increased from 135 two decades ago to 222 in the last academic year, serving 5189 attendees in the overall student population of 3000. Library instruction plays a vital role in the first-year curriculum: almost all incoming students are required to take a First Year Writing (FYW) course that contains a research component that students explore with liaison librarians. First-year students also are exposed to research methods in "Bible in Culture and Community" classes (Religion 121) as well as Biology, Music, and other first-year courses.

The libraries strive to be both partners and leaders in issues that include a campus-wide emphasis on learning outcomes, an increased investment in electronic resources and innovative technologies, and the opportunity and necessity to collaborate with faculty in order to embed research as an essential component in students' coursework. In partnership with several departments (Psychology, Music, English, Asian Studies) we offer a sequential, course-integrated approach to information literacy.

In support of the college's ongoing commitment to learning assessment, librarians — together with the Office of Institutional Research and Evaluation, classroom faculty, and librarians at seven other liberal arts institutions — designed a web-based survey instrument (the Research Practices Survey, RPS) to measure the research experiences, attitudes, and proficiencies of incoming college students. St. Olaf has played a key leadership role in the construction of this survey, the development of the data analysis protocols, its adoption by other institutions, and its future availability through the Higher Education Data Sharing Consortium (HEDS). RPS results show how students' research practices and proficiencies change during college, and allow comparisons between St. Olaf students and students in other liberal arts institutions. Evidence from the Research Practices Survey is intended to inform and improve instruction in academic research in both the classroom and the library.

The libraries are actively engaged with other constituents on campus in an effort to provide our undergraduates with the best possible skills to navigate our information-rich world. For example, librarians work with and advise students designing individualized majors in the Center for Integrative Studies, and librarians collaborate with the Center for Innovation in the Liberal Arts (a forum for conversations and collaboration among faculty about learning, teaching and scholarship), the Academic Support Center, and Information and Instructional Technologies.

Faculty and librarians from St. Olaf have written and presented extensively about information literacy in local, national and international settings. In addition they have consulted for other institutions and have mentored librarians from Thailand and Japan in this area. For a complete bibliography, see: <http://www.stolaf.edu/library/instruction/infolit/infolitpubsJan09.html>.

Halvorson Music Library

Halvorson Music Library contains approximately 17,000 books, 23,000 scores, 15,500 sound recordings, and 800 video recordings. It also has facilities for individual and group viewing and listening, an electronic piano equipped with headphones, and access to multiple online resources via computer (including *Grove Online*, *Naxos*, and *DRAM*).

The Music Library offers specialized and general reference assistance to the St. Olaf College community. As part of the St. Olaf Libraries' Reference and Instruction Program, the Music Librarian provides sequential, course-integrated instruction to most first-year students, all sophomores, and most upper-level music students. In these sessions, students learn how to select, utilize, and critically evaluate all information sources, especially music-related print and online resources.

Hustad Science Library

The Hustad Science Library is housed in Regents Hall of Natural and Mathematical Sciences, a 200,000-square-foot, \$63 million science facility, that opened last September. Firmly rooted in a vision that articulates an integrated approach to the study of natural sciences and mathematics, Regents Hall's inspiring and innovative learning spaces are explicitly designed to promote the student-faculty interactions for which St. Olaf is known.

Consistent with the mission of the college, Regents Hall was built with a focus on environmental integrity. It is the first science facility in the country designed to incorporate a green chemistry curriculum that uses water-based reactions to decrease lab waste and the need for conditioned air, and the facility's electrical requirements are generated in part by our on-campus 1.65 megawatt Vestas wind turbine. We anticipate that it will be the first college or university science building of its size to earn LEED Platinum certification.

THE DIRECTOR OF LIBRARIES AND COLLEGE LIBRARIAN: RESPONSIBILITIES

The Director of Libraries and College Librarian provides academic and administrative leadership, expertise, and vision for the St. Olaf College Libraries and the St. Olaf College community. S/he has full-time administrative responsibilities and reports to the Assistant Provost.

Responsibilities

- Provide leadership in all areas of library administration and operations, including policy development, short- and long-term planning, fiscal management, and personnel supervision.
- Coordinate the planning, implementation, and evaluation of the services provided by the college's libraries as well as the maintenance and improvement of the equipment and physical spaces used to deliver those services.
- Facilitate collaboration with other academic and administrative units on campus, especially the Office of Information and Instructional Technologies, the Hong Kierkegaard Library, the Shaw-Olson Center for College History, the Norwegian-American Historical Association Archives, the World Languages Center, and the Library Committee.
- Sustain and advance the libraries' traditions of excellence, innovation, and service in an era of rapidly changing information needs and practices.
- Recruit, supervise, and evaluate library staff. Support and encourage staff development and professional growth.
- Maintain and strengthen consortial relationships and other cooperative efforts that improve services and expand the college community's access to information.
- Communicate to the college community about current issues and national trends affecting academic libraries and the sharing of scholarly information and, as appropriate, make recommendations concerning these issues.
- Maintain an active commitment to the profession through service, continuing education, and scholarship. Represent the libraries and promote the college through active participation in professional organizations and associations at the local, regional, and national levels.

Opportunities and Expectations for Leadership

- Develop a shared vision for the future of the college's library collections and services that is consistent with the college's mission and that finds a balance between preserving/conserving the remarkable resources at St. Olaf and pursuing new directions.
- Engage the campus community in discussions of how the library should support teaching and learning, and what the future of the library might look like.
- In consultation with faculty, students, library staff, and administrators, develop a strategic plan for the college's libraries.

Qualities and Qualifications

- Understanding of and passion for student-centered learning and education in the liberal arts tradition.
- Deep knowledge and understanding of trends affecting academic libraries including the balance and relationship between digital media and traditional collections, emerging electronic modes of scholarly communication (e.g., open access journals), new technologies for information delivery on campus, and changes in copyright law.
- Excellent interpersonal, organizational, and managerial skills including listening, motivation, assessment, problem solving, and change management skills.
- A collegial and collaborative leadership style that inspires and encourages individual initiative, innovation, creativity, and a service orientation.
- Community and team-building skills, including the ability to work successfully with diverse constituencies.
- Excellent written and verbal communications skills.
- An ALA-accredited master's degree in library science or information services (or international equivalent) and a record of professional engagement commensurate with the level of the position. (An additional advanced degree in an academic discipline is a preferred qualification.)
- Significant and successful administrative and financial management experience in academic libraries including advocacy, budgeting, collection development, technical services, reference, project management, and personnel supervision.

PROCEDURE FOR CANDIDACY

Applications (including a cover letter, a *curriculum vitae*, and contact information for five references) should be submitted electronically at <https://jobs.stolaf.edu>. Review of applications will begin on April 3, 2009, and will continue until the position has been filled.

Nominations, confidential inquires, and questions regarding this search may be directed to employment@stolaf.edu.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of St. Olaf College to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity laws, directives, and regulations of federal, state, and local governing bodies or agencies thereof.

St. Olaf College does not discriminate against employees or applicants for employment because of race, color, creed, national origin, sex, marital status, age, disability, sexual orientation, status with respect to public assistance, religion (except to the extent religion may be a consideration permitted under law), or any other protected class status.

St. Olaf College will take affirmative action to maintain its goal that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment, termination, rates of pay or other forms of compensation, and selection for training.

St. Olaf College values diversity in its students, faculty, and staff. The college is especially interested in qualified candidates who can contribute to the diversity of our community.