



Name: <u>Julia Ezzo</u>	Primary Position: <u>Government Information & Political Science Librarian</u>
Rank: <u>Librarian II/CA</u>	Primary Division: <u>Collections</u>
Secondary Assignment(s): <u>Cataloging</u>	Appointment: (AN, AY, Other) <u>AN</u>
	Duration of Leave: (if applicable) _____

Position Description

Government Information & Political Science Librarian

Manages the U.S. federal documents collection in the MSU Libraries, while administering all Federal Depository Library Program activities and requirements. Essential functions of this job include liaison to:

- U. S. Federal Depository Library Program
- The library government documents community in an era of evolving services
- The MSU community at large, for its needs for government information

Manages the international documents collection.

Manages the European Union documents collection.

Manages the Canadian documents collection.

Serves as liaison to the department of Political Science.

Manages the political science collection.

Hires, trains, and supervises student employees responsible for shelving and maintaining the government documents collection.

Creates and maintains relevant research guides related to government information and political science.

Provides subject-specific reference and instructional services.

Develops an understanding of the data needs of those working in government information and works with data librarians to meet data management, curation, and visualizations needs of students, faculty, and staff.

Catalog library resources in assigned formats, creating original bibliographic records, or enhancing inadequate copy catalog records, according to national and local standards and using appropriate cataloging guidelines.

Meets Criterion II and III responsibilities.