



Government Information, Packaging, and Political Science Librarian

Job Description

Serves as subject specialist for government information including U.S., European Union, international, Canadian, and Michigan government documents; packaging; and political science, selecting appropriate print and electronic resources. Acts as liaison to the School of Packaging and Department of Political Science. Coordinates the Federal Depository Library Program. Serves a secondary assignment in Cataloging, cataloging library resources in assigned formats (video games), creating original bibliographic records, or enhancing inadequate copy catalog records according to national and local standards and using appropriate cataloging guidelines.

Characteristic duties and responsibilities:

- Works with staff at the Government Publishing Office (GPO) and our Regional Library at the University of Minnesota to ensure compliance with the legal requirements of the Federal Depository Library Program.
- Develops and maintains liaison relationships with the School of Packaging and the Department of Political Science.
- Evaluates and selects appropriate print and electronic monographs, serials, data products, and databases in assigned subject areas.
- Creates and maintains relevant research guides related to government information, political science, and packaging.
- Assists faculty, staff, students, and community users in the use of print and electronic resources in the areas of government information, packaging, and political science and provides library instruction to classes as requested.
- Develops an understanding of the data needs of those working with government information and works with data librarians to meet data management, curation, and visualization needs of students, faculty, and staff.
- Provides consultation and mediated access to Gallup microdata to MSU researchers.
- Hires, trains, and supervises student employees responsible for shelving and maintaining the government documents collection.
- Serves on appropriate Library and University committees and task forces.
- Participates in appropriate professional and scholarly activities.