



## 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; military studies; packaging; and political science and public policy, selecting appropriate print and electronic resources. Builds and maintains effective liaison relationships with the School of Packaging and Department of Political Science. Coordinates the Federal Depository Library Program (FDLP), working with the Regional Depository Librarian at the University of Minnesota and staff at the Government Publishing Office to comply with the FDLP legal requirements. Advises Technical Services staff on processing government documents. Serves a secondary assignment in Cataloging, cataloging library resources in assigned formats (video games), creating original bibliographic records, and enhancing inadequate copy catalog records according to national and local standards and using appropriate cataloging guidelines. Collaborates with the Video Game Coordinator to develop procedures and workflows related to video games.

### Characteristic duties and responsibilities:

- Keep apprised of trends in publishing, information markets and scholarly communication; assess current and anticipated needs for resources in consideration of campus needs and accessibility guidelines.
- Evaluates and selects appropriate print and electronic monographs, serials, data products, and databases in assigned subject areas.
- Promote diversity and inclusion through supervisory responsibilities, development of library staff, collection building, and outreach & teaching efforts.
- Creates and maintains relevant research guides related to government information, military studies, packaging, and political science.
- Assists faculty, staff, students, and community users in finding and using print and electronic resources in the areas of government information, military studies, 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.