

## **Beran Library Department Chair**

The University of St. Thomas, ([www.stthom.edu](http://www.stthom.edu)), a private university committed to the liberal arts and to the religious and intellectual tradition of Catholic higher education, is seeking a Beran Library Department Chair. This is a full-time tenure-track faculty position. The University enrolls more than 3,700 students with its main campus located in Houston's Museum District. The Cardinal Beran Library, located at 9845 Memorial Drive, is a central resource for learning and research in theological scholarship for the School of Theology at St. Mary's Seminary. Beran Library also serves as a resource for the Catholic clerical, religious, and lay ecclesial ministries of the Galveston-Houston Archdiocese. The Beran Library provides resources useful in enriching the academic, pastoral, spiritual and personal skills of the communities it serves.

The Beran Library Chair will report to the Dean of Libraries and will be responsible for the daily management and supervision of the Beran Library. This includes all aspects of library services offered to the scholarly community at St. Mary's Seminary.

The Beran Library Chair will evaluate all full and part-time staff at the Beran Library, including the annual staff evaluations; these evaluations are given to the Dean of Libraries. The individual will also coordinate and supervise the division of work among the full and part-time Beran Library staff as well as coordinate the collection development and acquisition of all library material for the Beran Library collection. He or she will insure that the Beran Library acquisitions budget is fully encumbered each year and insure that there are no spending overages in this budget. The Beran Library Department Chair will make the final decision regarding library collection development purchases.

The ideal individual will manage the Beran Library budget and will be responsible for the purchase of all library materials, supplies, equipment, furniture and anything else required to meet the daily requirements of the Beran Library. The individual will submit a proposed annual budget for the Beran Library to the Dean of Libraries for approval and will make recommendations to the Dean of Libraries for strategic planning, capital expense requests, library acquisitions budgeting, operating expenses and facilities needs. The Dean of Libraries will make the final decision regarding all these areas and the Beran Chair will carry out the decisions of the Dean.

The successful candidate will work cooperatively and collaboratively with the Dean of Libraries in planning and coordinating the movement of full and part-time staff between the Beran and Doherty Libraries. The candidate will promote a cooperative and collaborative work environment with all members of the library staff, faculty and administration and will meet regularly with the Dean of Libraries to report and discuss all aspects of the Beran Library.

In addition to the managerial responsibilities, the Beran Department Chair must also have a commitment to, and experience with, public and technical services. Public services involve the provision of research assistance for the St. Mary's Seminary and for the University of St. Thomas scholarly communities, and the provision of library instruction classes for St. Mary's Seminary; library instruction may be done in coordination with the Doherty Library librarians.

The candidate will create specialized online bibliographies, checklists, holdings lists, etc. He or she should offer advice and consultation with other Beran librarians in the development and evaluation of the Beran library collection. The candidate will recommend, explain and enforce library policies and procedures.

Technical service responsibilities include copy and original cataloging using generally recognized cataloging practices and tools such as AACR2 and OCLC. Maintenance of monographic and serials records, including serials holdings lists, is required; the candidate must have proficiency with automated library systems. Other responsibilities may be assigned by the Dean of Libraries as needed.

Eligible candidates are required to have an ALA accredited MLS degree. Experience in some or all areas of public and technical services is required as well as effective communication and organizational skills.

This is a full-time faculty tenure-track position. Some evening and weekend hours may be required. Some bending, lifting, stooping required in an office environment.

Please send a letter of application, curriculum vitae, and contact information for three professional references to:

facultyrecruiting@stthom.edu  
Office of Human Resources: Ref – Beran Library Department Chair  
University of St. Thomas  
3800 Montrose Blvd – Houston, Texas 77006

The University of St. Thomas is an Equal Opportunity Employer