Incumbent  Sandy Martinez

Functional Title  Comparative Literature Librarian

Effective Dates  January 1, 2017 – December 31, 2018

Name of Review Initiator (during effective dates)  Kat Loggins

Description of Unit

The Comparative Literature Library is an interdisciplinary collection of 83,500 items in a variety of formats, and primarily serves graduate students and research personnel in the Center for Comparative Literature Studies. The collection is highly specialized and is augmented by library collections on the UCLA campus.
Description of Position & Duties

Under the general direction of the Head of the Library, the Comparative Literature Librarian is responsible for the day-to-day operation of the Library. The responsibility for selection, training, supervision and evaluation of the total staff is shared with the Head. In addition to the Head and the Comparative Literature Librarian, the Library is staffed by 1.0 FTE Librarian, 1.0 FTE Library Assistant III, 1.5 FTE Library Assistant II, and 2.5 FTE casual personnel. The Comparative Literature Librarian has primary responsibility for developing and managing a collection of more than 1,000 reference titles in multiple formats and acts as collection development coordinator for the Library. The Librarian works directly with UCLA faculty and graduate students to develop and present information literacy sessions, design course web pages, and create a variety of guides and tutorials. The Librarian plans and coordinates public services for in-person and virtual users of the Library’s collections.

Beginning in March 2018, added responsibility of Communication Studies Librarian, developing collections and liaising with Department of Communication Studies.

Signatures  If there are multiple SORs, signatures are only required on the candidate’s current SOR.

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