

# COLORADO COLLEGE

## Tutt Library Director Position Description



### INTRODUCTORY OVERVIEW

Tutt Library's exceptional services and resources support the life of the mind at Colorado College, an innovative, independent liberal arts college with a spectacular location at the foot of Pikes Peak. Founded in 1874, the College offers 2,000 students an interdisciplinary, inquiry-based curriculum on a unique academic calendar known as the "Block Plan." This system enhances experiential learning and immersion in classes. A center of research, study, and social interaction, the library prides itself on providing top-notch resources and instructional services, such as personal, in-depth research assistance. The Colorado College seeks a creative, forward-thinking Library Director to lead a highly collegial and effective organization, one who is able to establish a dynamic balance between the traditional academic library and technological innovation.

Tutt Library has an annual budget of 3.4 million dollars; a total FTE staff of 25 (including ten librarians and the Printer of the Press); holdings of over half a million volumes; over 200 subscription databases; and access to over 61,000 online and print periodicals. As a member of the Colorado Alliance of Research Libraries, students have quick access to millions of titles through the statewide Prospector Union Catalog. The library provides active and excellent reference and interlibrary loan services to satisfy the intense demands of the Block Plan. The Special Collections' materials are heavily used by students and the public and serve as a partial Government Documents depository. The Press, a fine art letterpress, provides students with hands-on experiences in the book arts. The library building also houses a number of student support services, including the Help Desk, the Writing Center, and a Quantitative Reasoning Center, making it a true hub of academic activity.

### DESIRED PROFESSIONAL SKILLS AND PERSONAL QUALITIES

**Strong Leader:** Candidate is committed to the values of a liberal arts education and the College's mission to nurture habits of intellect and imagination in preparation for lifelong learning; inspires and motivates colleagues; guides collective decision-making while valuing individualism; leads with

questions, not answers; is a reflective risk-taker; establishes and maintains sustainable and appropriate library service levels; is adaptive and flexible; and uses sound judgment in making difficult decisions.

**Collaborative Manager:** Values collegiality and fosters an inclusive, participatory team environment; is a responsive, active listener able to nurture, support, and guide an experienced staff; advocates for librarian and staff professional growth; and builds consensus when making decisions.

**Forward-Thinking Planner:** Demonstrates the ability to lead a strategic planning process for Tutt Library, meeting and anticipating 21<sup>st</sup> century challenges; is dedicated to both print and digital resources; understands and embraces open source software and supports open access and the Alliance Digital Repository; and welcomes the opportunity to guide a major library renovation in the next decade.

**Relationship Builder:** Advocates convincingly for the library; works effectively with individuals from all parts of the campus community; promotes the library's resources and services to students, faculty and staff; demonstrates a strong commitment to the role of the library as central to the College's mission of scholarship and education; and assumes a leadership role in state and national consortia, championing initiatives related to resource sharing and interlibrary collaboration.

## **CORE RESPONSIBILITIES**

Reporting to the Dean of the College, the Director of Tutt Library provides strategic vision and leadership for the library, working effectively with faculty and staff across campus as an advocate for the library in accord with the College's mission.

Responsible for all aspects of library administration, including long term planning, budget development and control, community and public relations, personnel selection, facilities management, effective stewardship, and ongoing assessment of library resources.

Fosters an organizational culture of collegiality and service within the library and on campus. Serves on campus committees and acts as the library's liaison to senior college administrators. Reports library and policy issues to the Information Technology and Library (ITAL) Board for their consideration.

Provides direction for the integration of appropriate and emerging technologies into the services and operation of the library; fosters forward-looking collection development and preservation plans; and develops library initiatives that enhance student learning.

Oversees library operations for seven internal departments managed by department heads. Supervises eight librarians and one support staff in the director's office, as well as the Printer of the Press and the Music Librarian; supports excellence in library staff training and development.

Maintains and strengthens collaborative efforts with consortia and other resource sharing groups, notably the Colorado Alliance of Research Libraries, the Oberlin Group, and the ACM Library Directors.

## QUALIFICATIONS

### Required:

- MLS degree from an ALA-accredited program, with a minimum of ten years related work experience, and five years of managerial experience in an academic library setting.

### Strongly preferred:

- Administrative experience in a liberal arts college.
- Significant experience supervising librarians and nonexempt staff with a well-rounded knowledge and appreciation of all aspects of library work.
- Fiscal adeptness; ability to create and steward a library budget of 3.4 million; can negotiate successfully with library vendors and publishers; ability to advocate for sufficient funding to provide top-notch staff and library resources.
- Demonstrated ability to guide the integration of appropriate and emerging technologies into the services and administrative operation of the library; able to lead the library successfully through changing work environments within a system of participatory management and collegial governance; ability to inspire trust and to support library staff in adapting to changes in their work.
- An understanding of current issues and trends in scholarly communication and copyright.
- Excellent interpersonal communication skills; able to build effective working relationships with campus departments, faculty and senior staff; committed to upholding the library's long-standing tradition of exemplary public service.
- Experience working with consortia and other resource sharing groups.

## OPPORTUNITIES FOR LEADERSHIP

*The new library director should welcome the following opportunities:*

**Change in Leadership:** Starting in the summer 2012, the library director will report to a new dean. In addition, the 2011-2012 academic year is the first for the College's new President. The library director will need to be able to embrace new perspectives and lead library staff to seize and expand on opportunities for collaboration and effective change.

**Space Utilization:** The director will need to be highly creative in using existing space. Creating group study spaces is a particular challenge in the existing building. Despite the building's limits, student usage of the library is very high.

**Library Renovation:** Tutt Library is scheduled for a major renovation within the next decade. The College and Shepley Bullfinch completed an architectural program for a major renovation of the building in 2008. The 1962 main building, designed by Skidmore, Owings & Merrill, along with a 1980 addition,

is no longer adequate for collections or student use. Updating the architectural program for the future and overseeing the renovation of the facility while still serving CC students on the Block Plan, will be an opportunity for the new director to think creatively about the future of libraries while serving the practical needs of the present. The director will play a key role in shaping the Tutt Library building of the future and will, therefore, need to exhibit strong planning skills.

**Leadership and Management of Library Staff:** The director will be joining an exceptionally capable and motivated staff, with an egalitarian and cooperative culture. Staff satisfaction and morale are high. It will be important to preserve these strengths and to build on this excellent foundation.

**Being the Face of the Library:** The director will lead the library staff in collaborating with colleagues on campus to support effective information and technology literacy given the particular challenges that the Block Plan presents. The director will also effectively represent the library to the Trustees and other external constituencies, and preserve Tutt Library's impact in professional alliances at the state and national levels.

## **COLORADO COLLEGE AND TUTT LIBRARY: WHAT'S DISTINCTIVE ABOUT US**

### **The Block Plan**

Colorado College's unique Block Plan has a significant impact on library services. Students use the library building and resources in multiple surges each block. CC students take one course at a time over a three and a half week period. Each day CC students must accomplish what under a traditional schedule, they would achieve in a week. The traditional academic library's rhythms – a busy September, midterm, and final – are repeated each block at CC. Since most students attend class in the morning, the library alternates between being quite empty and being completely populated with students. Quick turn-around times for interlibrary loans are essential, and the demand for in-house materials is high. At the end of each block, the library operates at peak capacity and overflows with students studying.

### **Minor in The Book**

The history and future of the book are part of the curriculum of Colorado College. The College recently instituted a thematic minor in The Book (the past, present, and future of the written word in its material form), incorporating courses in history, literature, art, and more. The library supports the minor by providing its collections (Special Collections has a better-than-average collection for a school this size) and instruction (two librarians co-teach a course in support of the minor), and perhaps most importantly by overseeing the Press at Colorado College.

### **The Press at Colorado College**

The Press at Colorado College has been producing fine press books, artists' books and ephemera since 1978. Through apprenticeships, dedicated classes, and collaborative ventures, students learn to design books and broadsides, set type by hand and with the computer, make photopolymer plates, print on the letterpress, and bind books. The Press also creates broadsides and books for events connected to visiting writers and lecturers at Colorado College.

## **APPLICATIONS**

Screening of complete applications will begin immediately and continue until completion of the search process. Applicants should send a detailed letter of application, a curriculum vitae, and contact information for five references to Deborah Hodson or Beverly Brady at [4441@imsearch.com](mailto:4441@imsearch.com). Electronic submission of applications and correspondence is strongly preferred. Inquiries and nominations may be also submitted to the e-mail address above, or applicants may contact the Isaacson, Miller search firm representatives at 415.655.4906.

### **EQUAL OPPORTUNITY EMPLOYER**

**The Colorado College welcomes members of all groups and reaffirms its commitment not to discriminate on the basis of race, color, age, religion, sex, sexual orientation, gender identity and/or gender expression, national origin, or disability in its educational programs, activities, and employment practices.**