



# UNIVERSITY LIBRARIES

## Field Study Program

*To apply for the position, please submit your resume to the email address below.*

**Name of Requester(s)** Louise Greene **Date Submitted** June 15, 2011

**Division/Unit** Public Services / Art Library **Email** [LWG@umd.edu](mailto:LWG@umd.edu)

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**Descriptive Overview:** Provide a brief and descriptive summary of the purpose of the position.

The Art Library is a branch facility of the UMD Libraries with collections in art, art history and archaeology, located in the Art/Sociology Building. A field study in the Art Library offers opportunities in all aspects of library operations, particularly in the areas of reference, instruction, collections and circulation. The field study student works with the librarian and/or library staff on any or all of the following: development of online guides to art information resources; development of online course-specific instruction tutorials; course-specific bibliographic instruction; reference assistance services; development and management of collections; displays; circulation desk tasks; and special projects as available. A background and/or interest in art and art history is desirable.

**Duties and Responsibilities:** Provide a bulleted list of duties and responsibilities. List the top five to seven work activities can be listed below.

Assist librarian and/or library staff with:

- Updating and developing guides to art information resources and course-specific tutorials
- Course-specific bibliographic instruction
- Reference services to students, faculty, staff and the community
- Collection development including new books and gift materials
- Collection management including weeding, transfers and withdrawals
- Displays of library materials
- Circulation desk tasks