I.   UNIT: University Libraries, Collection Management

II.   POSITION: Assistant Professor (Electronic Resources Librarian)

III.   CLASSIFICATION: Faculty, Tenure-track

IV.   NAME OF INCUMBENT: Vacant   V. POSITION No.: 016758

VI.   JOB PURPOSE:
This faculty position provides leadership and direction for the development, delivery, and assessment of the University Libraries' collection of electronic resources. As a member of the University Libraries' faculty, he/she participates in the Libraries' Collection Development Program, participates in the User Instruction Program, participates in staffing the Research and Information Services (RIS) Desk, and serves as Liaison Librarian to one or more assigned department(s).

Combining his/her theoretical and practical knowledge of library principles and practice with his/her technical expertise, he/she provides advice and guidance on the management and support of electronic resources to other Libraries' faculty and staff. He/she takes steps to incorporate new and emerging techniques and technologies into the program. The Electronic Resources Librarian is a faculty member in Collection Management unit and participates fully in the programs and services of that unit. Along with the Coordinator and other faculty in the unit, he/she participates in planning and determining strategic directions for Collection Management.

The precise exercise of his/her responsibilities regarding the management and presentation of the Libraries' electronic resources directly impacts the students, faculty, and staff of the University by providing remote and network-board access to more than 400 licensed databases and in excess of 450,000 electronic journals, as well as e-Books and other similar resources. This management and access provides the regional, national, and global focus for the University's ever-expanding distance education opportunities.

VII.   DUTIES AND RESPONSIBILITIES
    A. Assumes responsibilities as a librarian in one of the departments of the University Libraries.
        1. Provides leadership in developing, delivering, assessing, and managing the University Libraries' collections of electronic resources.
        2. Works with other library faculty and staff to ensure that information on and awareness of electronic resources is appropriately shared and distributed.
        3. Employs relevant professional knowledge and training to manage electronic resources records and content in a fully integrated library system (ILS) module or utility (e.g. Sierra/III).
        4. Applies relevant options and restrictions to electronic resource access protocols to ensure compliance with all aspects of digital rights management and use permissions.
        5. Responsible for supervising the work of a team that maintains accurate records in 3rd party holdings management utilities (e.g. EBSCO Holdings Management or Serials Solutions).
        6. Understands and communicates with other faculty in Library Information Systems (LIS) and in concert with University Information Technology Services, Identity Management the requirements for user, network, and resource authentication.
        7. Possesses conceptual knowledge of proxy server functionality. Experience with proxy server configuration preferred.

8. Participates in delivering user instruction and assists instructors in subject disciplines with incorporating e-resources into their classes.
9. Coordinates the work of the Electronic Resources Committee and serves as an ex-officio member of the committee may serve as chair and convener.
10. Represents the libraries with local and regional groups addressing matters related to electronic resources.
11. Coordinates the collection and reporting of appropriate use statistics related to the use of electronic resources.
12. Prepares appropriate reports related to electronic resources and related issues.
13. Develops mechanisms for evaluating the effectiveness and relevance of the University Libraries' collections and services related to electronic resources.
14. Monitors use data and makes recommendations concerning the continuation of titles.
15. Participates in accomplishing the work of the various projects and activities undertaken by Collection Management on behalf of the University Libraries.
16. Participates in providing direct user assistance at the Research and Information Services (RIS) Desk on a scheduled basis.
17. Participates in the planning, development, and delivery of the services and activities of Collection Management.
18. Provides Libraries staff and faculty with orientation, training, and on-going refresher sessions for new and existing resources.
19. Actively provides announcements and awareness activities for general distribution in cooperation with the community engagement team.
20. Serves as collection developer and library liaison for assigned departments or subject areas.

B. Participates in faculty governance and provides input into library decision-making.
1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
2. Stays abreast of current trends and best practices in areas of responsibility and takes steps necessary to integrate these into the University Libraries as appropriate.
3. Serves on committees and task forces in the libraries, on campus, and throughout the region.
4. Participates in the Faculty Senate and other campus-wide faculty activities as opportunities present themselves.

C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission.
1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship or the broader field of information sciences.
2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
3. Seeks opportunities to publish research findings in professional publications and to make formal presentations at professional meetings.
4. Participates in formal and informal programs of continual learning that will enhance his/her professional expertise and contribute to his/her overall effectiveness as a faculty member.
5. Maintains membership and actively participates in appropriate professional organizations.

D. Performs other duties as assigned.
1. Participates in library-wide projects and activities as needed.
2. Undertakes other tasks assigned by the unit coordinator and/or the Dean of University Libraries.
3. Serves on Libraries or University committees or task forces as assigned.

VIII.   DIRECTION RECEIVED:
Reports to Coordinator for Collection Management

IX.   DIRECTION GIVEN:
Supervises the work of staff and/or student assistants assigned to the Electronic Resources Team. May supervise others in the department as needed.

X.   JOB SPECIFICATIONS:
This is a 12 month tenure track, full-time faculty position that requires an ALA accredited M.L.S and appropriate and relevant library work experience. Faculty members are encouraged to conduct research, publish their work in appropriate professional publications, and provide service to the profession.

XI.   SPECIAL CONDITIONS:
This position requires a varying work schedule and may include some scheduled evening and weekend hours. The specific work schedule may change from week to week depending on the demands of the responsibilities of the position.

XII.   REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS
A. Experience using a computer and standard production software in a work setting.
B. Minimum two years professional experience with resource discovery, evaluation, contract/service negotiation, and on-going support for a large academic library with more than 400 licensed databases and more than 450,000 electronic journals.
C. Extensive professional experience with integrated library system (e.g. Sierra) modules including Acquisition, Serials, Cataloging, Electronic Resources Management, Database Maintenance, OPAC, and Discovery platforms (e.g. Encore). Sierra and Encore experience preferred.
D. Knowledge of and experience with conceptual and applied aspects of proxy servers (e.g. EZproxy), network authentication, and identity management. Operational experience with EZproxy preferred.
E. Experience using phone, online chat, email, and in-person media to trouble-shoot user access problems, resolving vendor resource issues, and monitoring vendor and end-user compliance with contractual and license requirements.
F. Experience managing e-journal and e-book packages/bundles of up to 2,500 titles.
G. Understanding of contractual and legal implications of digital rights management (DRM) and the ability to build-in appropriate utilities, systems, and services.
H. Experience supervising and directing a team which assists in electronic resource management.
I. Knowledge of the principles and practices related to electronic resources and electronic collections.
J. Experience with providing user instruction or training in use of electronic resources.
K. Experience providing faculty and staff orientation and training for existing and new resources.
L. Experience providing direct customer service preferably in a library setting.
M. Good technical knowledge and expertise as they integrate into the delivery of user services.
N. Must have a level of technological acumen that will enable him/her to not only effectively utilize but also monitor and troubleshoot hardware and software used in the delivery and support of the Libraries' electronic resources collections.
O. Familiarity with issues involved in developing and delivering electronic collections.
P. Ability to supervise the work of others.
Q. Good oral and written communication skills.
R. Must have good interpersonal skills and demonstrate a commitment to public service.
S. Must be a self-starter and able to work independently as well as as a part of a team in a collegial environment.
T. Must be able to assume responsibility and accomplish goals with little or no supervision.
U. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.

V. Ability to work effectively with a highly diverse group of faculty, staff, students, public, and coworkers in a courteous and professional manner.

W. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues.

XIII. WORKING CONDITIONS:

Technologically oriented academic research library where electronic resources comprise an important part of the Libraries' holdings.   This position has a significant public service component requiring frequent interaction with the public in person, by telephone, and/or electronically. Position requires some standing, walking, stooping, and reaching in order to assist library users. Position may require travel to other locations to assess and plan for needs of users of branch libraries or remote sites. As a member of the Library Faculty, this person will be expected to participate in the regular service desk schedule and will be required to work some evening and weekend hours as scheduled.