I.   UNIT: University Libraries, Information Access Services

II.   POSITION: Assistant Clinical Professor
            Internal Title: Electronic Resources Librarian

III.   CLASSIFICATION: Clinical Faculty

IV.   NAME OF INCUMBENT:

V.   POSITION No.: 016758

VI.   JOB PURPOSE:
This non-tenure track, full time faculty position provides leadership and direction for the development, delivery, and assessment of the University Libraries' (UL) collection of electronic resources. As a member of the University Libraries' faculty, the Electronic Resources Librarian participates in the University Libraries' collection development program, serves as subject liaison to assigned departments, and may participate in the Libraries' user instruction program.

Combining their theoretical and practical knowledge of library principles and practice with their technical expertise, they provide advice and guidance on the management and support of electronic resources to other Libraries' faculty and staff. They take steps to incorporate new and emerging techniques and technologies into the program. The Electronic Resources Librarian is a faculty member in Information Access Services (IAS) department and participates fully in the programs and services of that department. Along with the Head and other faculty in the unit, they participate in planning and determining strategic directions for IAS.

The precise exercise of their responsibility 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-based access to more than 400 licensed databases and in excess of 450,000 electronic journals, as well as e-books, streaming media, and other similar resources. This management and access provide the regional, national, and global focus for the University's ever-expanding distance education opportunities.

The specific duties, tasks, and responsibilities of this position are subject to change as technology advances and the needs and interests of the University Libraries, and the University of Memphis evolve over time.

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).
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. Collaborates with faculty and staff within the Libraries, and the larger University of Memphis community, to identify emerging services and resources related to electronic resources.
9. Participates in the negotiation and licensing of new and ongoing electronic resource acquisition.
10. Manages licensing and renewal of short- and long-term electronic resource agreements.
11. Leads electronic resources troubleshooting efforts in collaboration with the appropriate Libraries' and ITS personnel.
12. Creates and maintains documentation of workflows and best practices related to the electronic resources' lifecycle.
13. Participates in delivering user instruction and assists instructors in subject disciplines with incorporating e-resources into their classes.
14. Coordinates the work of the Electronic Resources Committee and serves as an ex-officio member of the committee may serve as chair and convener.
15. Represents the libraries with local and regional groups addressing matters related to electronic resources.
16. Coordinates the collection and reporting of appropriate use statistics related to the use of electronic resources.
17. Prepares appropriate reports related to electronic resources and related issues.
18. Develops mechanisms for evaluating the effectiveness and relevance of the University Libraries' collections and services related to electronic resources.
19. Monitors use data and makes recommendations concerning the continuation of resources and services.
20. Participates in accomplishing the work of the various projects and activities undertaken by IAS on behalf of the University Libraries.
21. Participates in providing direct user assistance via online chat reference on a scheduled basis.
22. Participates in the planning, development, and delivery of the services and activities of IAS.
23. Provides Libraries' staff and faculty with orientation, training, and on-going refresher sessions for new and existing resources.
24. Actively provides announcements and awareness activities for general distribution in cooperation with the community engagement team.

25. 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 Head of Information Access Services

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, full-time, exempt, non-tenure track, faculty position that requires an ALA accredited M.L.S. and appropriate, relevant library work experience including strong technical expertise. Faculty members are expected to participate in collection development, provide professional service, perform liaison activities with one or more subject discipline departments

on campus, as well as conduct relevant professional research and publish their work in appropriate professional publications.

XI.   SPECIAL CONDITIONS:
This is a full-time, permanent position requiring a minimum 37.5-hour workweek, commonly 8:00AM to 4:30PM. Workday and workweek schedules may vary and some evening and/or weekend work may be necessary. A variant schedule might be needed at times to accomplish specific projects.

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 EBSCO Discovery Service 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 telephone, 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. Knowledge of and experience with various licensing and acquisition models, including patron-drive acquisition (PDA)/demand-drive acquisition (DDA), multi-year agreements, consortial purchasing, and open access (OA)/ open educational resources (OER) content.
H. Understanding of contractual and legal implications of digital rights management (DRM) and the ability to build-in appropriate utilities, systems, and services.
I. Experience supervising and directing a team which assists in electronic resource management.
J. Knowledge of the principles and practices related to electronic resources and electronic collections.
K. Experience with providing user instruction or training in use of electronic resources.
L. Experience providing faculty and staff orientation and training for existing and new resources.
M. Experience providing direct customer service preferably in a library setting.
N. Good technical knowledge and expertise as they integrate into the delivery of user services.
O. Must have a level of technological acumen that will enable them 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.
P. Familiarity with issues involved in developing and delivering electronic collections.
Q. Ability to supervise the work of others.
R. Good oral and written communication skills.
S. Must have good interpersonal skills and demonstrate a commitment to public service.

T. Must be a self-starter and able to work independently as well as as a part of a team in a collegial environment.
U. Must be able to assume responsibility and accomplish goals with little or no supervision.
V. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit promotion.
W. Ability to work effectively with a highly diverse group of faculty, staff, students, public, and coworkers in a courteous and professional manner.
X. 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 and a majority of the Libraries' resource budget.   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.

Updated: March 2023