

I. DEPARTMENT: University Libraries, Collection Management

II. POSITION: Electronic Resources Librarian

III. CLASSIFICATION: Visiting Faculty

IV. NAME OF INCUMBENT: Vacant

V. POSITION No.: L18700

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 the Collection Management Department and participates fully in the programs and services of that department. Along with the Department Head and other faculty in the department, he/she participates in planning and determining strategic directions for the Collection Management Department.

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, and assessing the University Libraries' collections of electronic resources.
2. Manages the entire electronic resources workflow, including management of resources within the integrated library system, discovery layer, and link resolver products, coordination of ordering, invoicing, and cataloging of electronic resources, including online serials, when appropriate.
3. Works with other library faculty and staff to ensure that information on electronic resources is appropriately shared and distributed.
4. Provides training and instruction for library personnel as well as library users in the use of electronic resources.
5. Participates in delivering user instruction and assists other instructors with incorporating into their classes appropriate information on electronic resources.
6. Coordinates the work of the Electronic Resources Committee and serves as an ex-officio member of the committee.
7. Coordinates the collecting and reporting of appropriate statistics related to the use of electronic resources.
8. Prepares appropriate reports related to electronic resources and related issues.
9. Develops mechanisms for evaluating the effectiveness and relevance of the University Libraries' collections and services related to electronic resources.
10. Participates in accomplishing the work of the various projects and activities undertaken by the Collection Management Department on behalf of the University Libraries.
11. Represents the libraries with local and regional groups addressing matters related to electronic resources.

12. Participates in the planning, development, and delivery of the services and activities of the Collection Management Department.
  13. Participates in providing direct user assistance at the Research and Information Services (RIS) Desk on a scheduled basis.
- 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 as collection developer and library liaison for assigned departments or subject area(s).
  4. Serves on committees and task forces in the libraries, on campus, and throughout the region.
  5. 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 Department Head and/or the Dean of University Libraries.
  3. Serves on Libraries or University committees or task forces as assigned.

**VIII. DIRECTION RECEIVED:**

Reports to Department Head for Collection Management

**IX. DIRECTION GIVEN:**

Supervise 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, non-tenure track, faculty position that is subject to annual renewal. It requires an ALA accredited M.L.S and appropriate, relevant library work experience. In addition to fulfilling duties and responsibilities related to librarianship library faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications.

**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**

1. Experience using a computer in a work setting.
2. Knowledge of the principles and practices related to electronic resources and electronic collections.
3. Experience with providing user instruction or training.
4. Experience providing direct customer service preferably in a library setting.
5. Good technical knowledge and expertise as they integrate into the delivery of user services.
6. Must have a level of technological acumen that will enable him/her to not only effectively utilize but also to monitor and troubleshoot hardware and software used in the delivery and support of the Libraries' electronic resources holdings.
7. Familiarity with issues involved in developing and delivering electronic collections.
8. Ability to supervise the work of others.
9. Good oral and written communication skills.
10. Must have good interpersonal skills and demonstrate a commitment to public service.
11. Must be a self-starter and able to work independently as well as as a part of a team in a collegial environment.
12. Must be able to assume responsibility, work on multiple tasks simultaneously, meet deadline, and accomplish goals with little or no supervision.
13. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.
14. Ability to work effectively with a highly diverse group of faculty, staff, students, public, and coworkers in a courteous and professional manner.
15. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues and situations.

**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, lifting, bending, stooping, and reaching in order to assist library users. Position requires good vision that will support extensive work on a computer screen and close attention to detail. 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 desk schedule and will be required to work some evening and weekend hours as scheduled.

University of Memphis  
University Libraries – Position Description  
Electronic Resources Librarian