



## **JOB DESCRIPTION**

**POSITION TITLE:** Electronic Resources & Serials Librarian

**REPORTS TO:** Head of Acquisitions and Resource Management

### **PRIMARY FUNCTION:**

The Electronic Resources Librarian provides leadership and expertise relating to the acquisition, management and discovery of serials and electronic resources. This position is responsible for keeping abreast of emerging trends in content delivery and pricing models. This position works closely with collection development is responsible for the acquisition of and payment for all serials, standing orders, and online databases, archives and data sets including annual renewals. The Electronic Resources Librarian maintains statistics on the use of electronic resources and provides usage and acquisitions reports as requested.

As a member of the Bridge Consortium, the Electronic Resources Librarian will work collaboratively and in tandem with peers at Carleton College to ensure that work is not duplicated and that costs are contained or reduced. Additionally, the Electronic Resources Librarian may be asked to provide services to Carleton College and is responsible for participating in all appropriate Bridge working groups, meetings and functions.

### **AREAS OF RESPONSIBILITY:**

1. Facilitates the acquisition, continuation and cancellation of online databases, electronic archives and sets, standing orders, foreign orders and all print and electronic serials including communicating with the vendors, site license negotiation and invoicing.
2. Maintains timely, accurate data about electronic resources and serials in a variety of systems including but not limited to payment, license, holdings and subscription information in multiple systems (ILS, ERMS, OCLC).
3. Promotes discovery of resources through the maintenance of a variety of systems (proxy server, A-Z list, databases page, discovery tool, OPAC, link resolver).
4. Provides troubleshooting and technical support for electronic resource access issues
5. Regularly collect and disseminate usage statistics for electronic resources. Provide other statistics, such as cost-per-use information and overlap analysis reports, as needed. Generate acquisitions reports on fund activity, invoices, orders by department and other areas as requested.
6. Works closely with the Head of Collection Development in preparing regular and special reviews of the periodical and electronic resources collections.
7. Shares responsibility with Collection Development for developing and administering the library's materials budgets (approx. \$1.7m in FY 2013/14). Reconciles Library accounting records with those of the College Business Office.
8. Serve as primary contact for resolving invoice, payment and non-delivery problems and questions through communication with Business Office, vendors and content providers.
9. Works closely with Carleton and St. Olaf Libraries staff to ensure clear, consistent and current user-focused access to and presentation of the Bridge's holdings.
10. Attend all relevant staff meetings scheduled during regular working hours; Participate on Library and Bridge teams/working groups as assigned; Participate in the evaluation and

review of new work processes and tools as assigned by the supervisor; Prepare activity reports as requested; Serve as a backup to other staff as needed and as requested by the supervisor; Perform other duties as requested by the library leadership.

**SUPERVISORY RESPONSIBILITIES:** Student workers

**CONTACTS:** Regular contact with St. Olaf and Carleton staff and faculty as well as external service providers including publishers, vendors, content providers and technology suppliers.

**EDUCATION: Essential:** ALA-accredited MLS or demonstrated equivalency through experience and training.

**EXPERIENCE: Essential:** Minimum of three years' experience working in a library or other highly relevant environment. Proficiency with an integrated library system, an electronic resource management system and a link resolver product with associated knowledgebase. Experience receiving and paying invoices, dealing with vendors and managing financial information in a complex accounting system. Proficiency with MS Excel. Experience identifying and solving problems.

**Desirable:** Experience with MS Access. Experience working in an academic setting.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to perform detailed work accurately
- Excellent organizational, interpersonal, and communication skills
- Demonstrated ability to work independently to identify and solve problems
- Ability to learn and adapt to new technologies and software
- Willingness to foster teamwork, communication, and collaboration within and between departments.
- A commitment to the ideas and goals of a liberal arts college and its library.

**PHYSICAL DEMANDS:** No significant physical demands.

**WORKING ENVIRONMENT:** Office environment. Ergonomic issues involving computer work that include repetitive motion, eye strain, back and neck strain. Works in an environment that may contain dust, mildew or other allergens.

**WORK SCHEDULE:** FTE: 1.0  
Term: Year-round position

**APPROVAL:** Director of IT and Libraries

**DATE:** 8/4/2014