

Sul Ross State University

Position Description

Official Title: Electronic Resources and Serials Librarian 3247

Salary Group: 3

General Statement

Sul Ross State University seeks a collaborative, forward-thinking Electronic Resources and Serials Librarian to provide leadership for all the purchasing, licensing, access, and maintenance for the library's print collection and electronic and database resources. This librarian will work closely with administration, public services staff and other technical services staff to ensure the best possible database and serials services for students and faculty.

Duties and Responsibilities

- Serves as a contact for acquisition, licensing, and maintenance of e-resources and print serials
- Establish and manage excellent publisher/vendor relationships
- Assists in reviewing and negotiating license agreements with publishers/vendors to reach favorable pricing and licensing terms
- Coordinate trial, acquisition, and renewal activities with publishers/vendors and staff
- Collect and analyze usage data from vendor/publisher sources and create reports to support purchase and renewal decisions
- Maintains and updates entries in the electronic journal list and link resolver
- Maintains periodicals shelving and holding lists; manages binding of serials in print
- Catalogs serials in print and electronic formats
- Troubleshoot remote access problems and coordinate problem resolution with Systems and Discovery Services Librarian, OIT staff, and/or content providers
- Assist OIT staff with website updates
- Work closely with the acquisitions staff to ensure a smooth workflow for the acquisitions of e-resources
- Works with Collection Development Librarian to identify new electronic resources including emerging and non-standard material types
- Participate in reference desk coverage, including nights and weekends
- Performs other reasonable duties as required

Minimum Qualifications & Requirements

Knowledge/Skills/Ability

- Strong knowledge of personal computers including PC and Mac
- Ability to troubleshoot hardware and software problems
- Knowledge of the internet, Microsoft Office, Windows
- Good communication skills
- Ability to work independently

Supervision

- Received: Reports to the Dean of the Library

Education

- Required: Master's degree from an ALA accredited library or information science program
- Preferred: Coursework with an emphasis on technical services

Experience

- Required: Strong knowledge of current library technologies and traditional information sources; demonstrated ability to communicate and work in a team environment
- Preferred: Professional experience working with serials and/or electronic resources; cataloging experience; experience in working in an academic library; Sirsi Dynix ILS and OCLC

Updated 11/15/2016