

## Assistant Librarian for Electronic Resource Acquisition Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=245537>

Downloaded On: Sep. 26, 2024 11:48pm

Posted Sep. 20, 2024, set to expire Feb. 2, 2025

<b>Job Title</b>	Assistant Librarian for Electronic Resource Acquisition
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Sep. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Library
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20956?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20956?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Tisch Library is a student-centered research library, dedicated to supporting teaching, learning, and scholarship in Tufts' School of Arts and Sciences and School of Engineering. We provide collections, subject expertise, and technology-rich research and learning environments with services and programs to meet the information needs of our students, faculty, and staff. The Access Services Department ensures timely and effective access to library collections, facilities and services, managing circulation, reserves, basic reference, interlibrary loan, stack management, printing and scanning.

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### What You'll Do

The Librarian for Electronic Resource Acquisition will be responsible for managing the acquisitions process for electronic resources including journals, books, audio and video, and managing and analyzing usage data for subscription content. Reporting to the Head of Acquisitions, the librarian collaborates closely with staff in Metadata Services and Digital Initiatives to ensure timely access to electronic resources. This position is part of a team that manages the business processes for acquiring e-resources for Tufts libraries.

#### Essential responsibilities

- Manage the evaluation, fulfillment, and order history of electronic resources within a complex landscape of formats and access models.
- Assist in license negotiation. Ensure that all licensing requirements are met.
- Manage usage statistics gathering and analysis. Provide annual usage statistics and on demand reporting for library partners.
- In collaboration with the Head of Acquisitions, manage the electronic resource renewal schedule for all Tufts Libraries.
- Supervise daily operations for firm and standing order acquisitions in all formats.
- Supervise staff to ensure effective operations and build understanding of evolving practices, trends, and standards.
- Collaborate with Metadata Services to ensure electronic resources are effectively managed.
- Collaborate with Digital Initiatives for materials added to the Tufts Digital Repository.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree in Library/Information Science from an ALA-accredited institution, or equivalent combination of knowledge and experience
- Ability to work effectively and creatively in a collaborative and complex environment
- Demonstrated analytical skills and experience with statistical analysis, including producing reports and effectively communicating findings
- Strong service orientation and commitment to sustaining an inclusive environment in a diverse community
- Familiarity with integrated library management systems

#### Preferred Qualifications:

- Experience with Alma integrated library system
- Knowledge of current and emerging issues, trends, workflows, business models and best practices in the changing landscape of library acquisitions

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- 2 years acquisitions experience in an academic library
- Supervisory experience
- Experience in project planning, workflow development, and writing documentation
- Knowledge of current issues and trends in scholarly publishing, and shared collection development and management
- Knowledge of MARC format and current cataloging standards.
- Knowledge of a foreign language

### **Pay Range**

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**