

Assistant Librarian for Electronic Resource Acquisition Tufts University

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

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

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

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