

## Electronic Resources and Serials Librarian Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=263846>

Downloaded On: Oct. 13, 2025 4:14pm

Posted Oct. 13, 2025, set to expire Feb. 22, 2026

<b>Job Title</b>	Electronic Resources and Serials Librarian
<b>Department</b>	Collections Management Department
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Oct. 13, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22427?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22427?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Collections Management Department oversees the selection, purchase, cataloging, access, and management of print and electronic resources of the Hirsh Health Sciences Library. This also includes maintenance of the existing print book and journal collections.

### What You'll Do

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The Electronic Resources and Serials Librarian is responsible for all aspects of the electronic resources lifecycle including purchase assessment, licensing, access, and maintenance for serials, databases, electronic point of care tools, ebook packages, serial packages, and other electronic resources. Reporting to the Head of Collections Management, the librarian:

- Maintains timely, accurate metadata about the library's print serial and electronic resources in a variety of systems such as the Integrated Library System, link resolver, A-Z lists, and discovery tool, to ensure seamless access for our users from on and off campus.
- Coordinates and performs timely access-related problem resolution, interacting regularly with a wide range of staff, faculty, students, vendors, publishers, and consortia.
- Works closely with the Head of Collections Management to provide input on license agreements, pricing, and assessment of new serials, ebook packages, databases, other electronic resources, and large journal package deals.
- Collaborates with the Head of Collections Management, Electronic Resources Management, Cataloging, Library Technology Services, the Metadata Management Team, and other colleagues from across Tufts' campuses in the implementation of best practices, the ongoing pursuit of process improvements, and the development and dissemination of policies, guidelines, and procedures.
- Compiles and generates collections statistics and reports, including usage and cost analyses, to support collection analysis and development decisions.
- Effectively identifies and brings forward new technology solutions in support of efficient processing and tracking activities.
- Develops expertise with emerging technologies.
- Serves on a variety of library committees.
- Works closely with the Collections Management Assistant and helps with training where relevant.
- Establishes and manages professional relationships with colleagues, publishers, vendors, and consortia.
- Improve user access and discovery to e-resources by anticipating and resolving issues with access and authentication products, systems, and services. Maintain metadata standards and access paths to currently subscribed resources. Develop and implement local workflows, documentation, and record-keeping practices for serials and electronic resources management. Activate, test, and update records in the knowledgebase and related systems. Establish and maintain effective relationships with staff, faculty, students, publishers, vendors, and consortia.
- Work closely with Hirsh Head of Collections Management and Hirsh Library bibliographers in the review and selection of new serials and electronic resources. Collaborate with the Head of Collections Management and the Collections Steering Committee in the review and assessment of all renewing serials, including large journal packages that are cost-shared across the libraries. Track serials transfers and cancellations to ensure access is maintained and perpetual access rights are documented and retained. Work with Library Technology Services to update and maintain our serials holdings in Docline.
- Serve as a member of the Tufts University Libraries Collections Steering Team, the MetaData Management Team, the ERM working group, the Data Management Team, the Hirsh Website Content Advisory Committee, and other committees as appropriate.
- Collect and analyze usage statistics and collaborate with stakeholders across libraries to synthesize data and develop meaningful insights for local decision-making and assessment efforts.

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### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through Masters of Library Science from an ALA-accredited program and 3-5 years of experience in an academic or medical library and previous experience troubleshooting problems with electronic resource access.
- Knowledge of electronic resource management best practices, experience working with vendors and reviewing publisher's license agreements.
- Demonstrate initiative and the ability to work both collaboratively and independently within Hirsh and across all Tufts' libraries.
- Excellent project management and organizational skills, attention to detail, and excellent interpersonal communication skills.

#### Preferred Qualifications:

- Knowledge of trends and issues in academic libraries, publishing, preservation, emerging technologies, scholarly communications, and the management of electronic resources. Experience negotiating vendor and publisher licenses.
- Experience with cataloging tools including OCLC Connexion, MARC, RDA, etc.
- Experience with Ex Libris Alma, Primo, Leganto, OpenAthens, SAML, Shibboleth, Microsoft TEAMS, and BOX.

### Pay Range

Minimum \$65,900.00, Midpoint \$82,300.00, Maximum \$98,800.00

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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