

## **Electronic Resources Librarian – Assistant Professor (Tenure-Track)**

The University Libraries at The University of Toledo (Toledo, Ohio), which includes the William S. Carlson Library, the Raymon H. Mulford Health Science Library, and the Ward M. Canaday Center for Special Collections, invites applications for the position of Electronic Resources Librarian. This twelve-month tenure-track faculty position will be responsible for managing the life cycle of the Libraries' electronic resources and will oversee all workflow related to their acquisition, access, administration, support, and evaluation. Resources to be managed include databases, e-books, e-journals, streaming media, hosting services, and access and discovery tools.

This position is also responsible for liaison activities with one or more academic departments. These activities include outreach, research consultation, collection development, reference, and instruction. In addition, this position has scholarship and service responsibilities required for fulfilling tenure standards of the College of University Libraries. These responsibilities include writing for publication, presenting at conferences, and engaging in service activities at the library, on campus, and professionally.

### **DUTIES**

#### **Librarianship**

- **Electronic Resources Management**
  - Oversees all workflow related to managing the life cycle of the Libraries' electronic resources, including acquisition, access, administration, support, and evaluation.
  - Coordinates resource renewal decisions with library collection specialists and subject teams.
  - Notifies vendors of renewal and cancellation decisions.
  - Investigates and identifies new products and purchase models, and sets up and publicizes resource trials.
  - Places orders for new resources and sets up access.
  - Communicates with appropriate user communities about new and cancelled resources.
  - Develops and maintains effective working relationships with vendors, publishers, and consortia.
  - Serves as liaison to OhioLINK in managing and making decisions about OhioLINK resources.
  - Negotiates with vendors to obtain favorable pricing and access terms.
  - Coordinates and monitors license agreement processing with the University's Purchasing Department.
  - Coordinates and monitors invoice payments and follows up on problems.
  - Tracks electronic resource expenditures and monitors budget.
  - Maintains detailed resource records for all products in Libraries' Electronic Resources Management (ERM) module.
  - Oversees ERM order records and payment postings.
  - Coordinates and communicates with Cataloging Librarian to ensure current and accurate catalog access to all e-resources.
  - Updates and maintains discovery layer, follows up on problems, and works collaboratively with library faculty, staff, and users to customize and improve interface.
  - Updates and maintains link resolver.
  - Updates and maintains remote access and authentication products.

- Investigates resource access issues, works collaboratively to resolve them, communicates status to appropriate user communities, and analyzes recurring issues to proactively prevent future occurrence.
- Oversees collection and compilation of resource usage statistics.
- Develops, provides, and utilizes assessment tools to evaluate current resources and identify areas of need.
- Keeps current on emerging trends, practices, and standards in electronic resource management and the publishing industry, and implements new initiatives
- Creates and maintains up-to-date policies and procedures for all electronic resource management workflows.
- Supervises and trains support staff and student workers.

### **MINIMUM REQUIREMENTS**

Required:

- Master's Degree in Library/Information Science from ALA-accredited program or international equivalent, or earned doctorate in a relevant field from an accredited college or university.
- At least three years professional experience in some aspect of library electronic resource management.
- Working knowledge of current issues in acquiring, licensing, and managing access to electronic resources.
- Working knowledge of resource access and discovery products, such as proxy software, single sign-on services, link resolvers, and discovery layers.
- Ability to analyze and resolve complex problems.
- Strong customer service focus.
- Ability to work independently and as part of a team.
- Ability to balance multiple projects and set priorities in a time-sensitive environment.
- Demonstrated potential to meet The University of Toledo criteria for tenure and promotion, including publications, presentations, and various levels of professional service.
- Demonstrated understanding and appreciation of diversity and inclusion, as shown by a commitment to apply and incorporate the differences, competencies, and opportunities that diversity brings to an organization.

### **PREFERRED REQUIREMENTS**

- Experience managing electronic resources in an academic library.
- Experience troubleshooting electronic resource access issues.
- Experience working in a consortial environment.
- Experience maintaining link resolvers and/or discovery layers.
- Experience with budget monitoring and invoice processing in a library collections department.
- Experience reading license agreements and/or coordinating license agreement processing.
- Experience with an electronic resources management module.
- Experience effectively leading and supervising employees.
- Knowledge of the electronic resources product market and major vendors and publishers.
- Knowledge of industry standards related to electronic resources, e.g., COUNTER, SUSHI, Open URL, KBART, SERU, etc.

## **POSITION TYPE & SALARY**

- Twelve-month, full-time, tenure-track faculty represented by the American Association of University Professors (AAUP).
- Applicants are expected to show potential in professional and scholarly achievement and will be hired at the rank of Assistant Professor with a minimum \$66,000 starting salary, depending on qualifications and experience.

## **APPLICATION**

- Applications accepted until position is filled. Please apply by March 22 for full consideration.
- The position is available July 1, 2019.
- Please apply at <https://www.utoledo.edu/jobs/>.

## **The University of Toledo Libraries**

The College of University Libraries includes the recently renovated William S. Carlson Library on the Main Campus, the Raymon H. Mulford Library on the Health Science Campus, and the Ward M. Canaday Center for Special Collections in the Carlson Library. (LaValley Law Library, also on the Main Campus, is administered separately under the College of Law.) Carlson Library is the main and largest University library. UT Libraries has 20 faculty members and 32 staff members. It is a founding member of the OhioLINK library consortium, a statewide network of 120 academic libraries plus the State Library of Ohio.

## **The University of Toledo**

Founded in 1872, The University of Toledo is one of 14 public universities in Ohio. It currently has an enrollment of approximately 20,600 students (16,200 undergraduate and 4,400 graduate). UT is a comprehensive research university comprised of 14 academic colleges and an academic medical center. It offers more than 120 undergraduate majors and more than 150 professional and graduate programs, providing students with a wide array of career paths and specializations. Many of its programs are nationally ranked. UT's 255-acre Main Campus is adjacent to residential neighborhoods, providing a suburban atmosphere while allowing access to cultural and entertainment venues in the city of Toledo. The campus, featuring its iconic bell tower, is frequently recognized for its beauty. The University's professional health care programs and medical center are located on the Health Science Campus, about a 15-minute drive from the Main Campus.

The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery, and engagement; and to serve as a diverse, student-centered public metropolitan research university. The University of Toledo aims to be a transformative force for the world. UT leadership is focused on strengthening the educational opportunities provided to students, helping ensure student success, and providing a wide array of research and career opportunities. The University's current strategic priorities aim to improve the national standing of the institution and to increase enrollment, retention and student preparedness. Please see <http://www.utoledo.edu/> or [https://youtu.be/YfP4o3\\_d304](https://youtu.be/YfP4o3_d304) for more information.

## **Toledo, Ohio**

Toledo, Ohio is a family-friendly and culturally and religiously diverse city. It was recently ranked by Business Insider as one of the top 25 U.S. cities with the lowest cost of living, with a current rate 22.5% lower than the national average. It boasts a top ranked art museum and zoo, outstanding restaurants and cultural events, a symphony orchestra, live theater venues, a children's science center, a vibrant 20-branch public library system, and an extensive and varied Metropark system. The city is also home to two professional sports teams (baseball and hockey), a motor speedway, and numerous golf courses, and its proximity to Lake Erie provides many water-related recreational opportunities. Detroit and Ann Arbor are within an hour's drive and Pittsburgh, Indianapolis, and Chicago less than four hours. See some Toledo highlights at <https://youtu.be/tyOjp3GsCEM>.

The University of Toledo does not discriminate in employment, educational programs, or activities on the basis of race, color, religion, sex, age, ancestry, national origin, sexual orientation, gender identity and expression, military or veteran status, disability, familial status, or political affiliation. The University of Toledo provides reasonable accommodation to individuals with disabilities.