

## E-resource Librarian Position Descriptions

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UNIVERSITY OF MASSACHUSETTS  
CAMPUS: *Amherst*

JOB DESCRIPTION

**OFFICIAL TITLE:** *This is the official title of the position.*

Librarian IV

**FUNCTIONAL TITLE:** *This is the in-house title by which the position may be known. A functional title is usually a more descriptive title than the official title and may be required to identify very specific kinds of work. This title may be used in signing all correspondence.*

Electronic Resources and Systems Librarian

**GENERAL STATEMENT OF DUTIES:** *Please provide a brief overview of the general functions of this position. Specific details of duties should be reserved for the Examples of Duties section.)*

Coordinate the acquisition and implementation of electronic resources. Resolve electronic resource access issues with vendors and users, serving as the primary contact. Serve as project administrator for link resolver database project. Work collaboratively with other library departments to organize and represent electronic resources in the library catalog and/or web pages for the University Library. Edit and create Innovative Interfaces server Loader Profiles for Five Colleges libraries as needed.

**SUPERVISION RECEIVED:** *Please indicate the title, but not the name, of the administrative employee or employees responsible for supervision or direction of work; describe the divergent extents of authority of each, indicating the degree, priorities, and relationships of the supervision or direction, which could range from close supervision to supervision with considerable freedom.*

Work under the general supervision of the Head of Acquisitions for electronic resource and acquisitions responsibilities, but exercise a high degree of independent judgement without immediate supervision.

**SUPERVISION EXERCISED:** *Using descriptive non-numerical terms, identify the scope of supervision, training or direction exercised (i.e., whether the supervision is over a few employees, a small number of employees, a large number of employees, etc.); also, describe the degree of supervision, indicating whether close supervision or general direction is involved, and categorize the physical conditions under which the supervision is given, such as in a laboratory or an office. Supervision of student employees should not be included in this section, but may be listed under Examples of Duties, if applicable.*

Exercise working supervision over a small number of classified staff and student assistants engaged in the performance of assigned duties related to acquisitions, cataloging, link-resolver maintenance, and web-based access to electronic resources.

**EXAMPLES OF DUTIES:** *Please list and briefly describe several of the duties and responsibilities typically performed and assumed in this position. This list should not be restrictive but should be descriptive in such a manner as to provide concrete information representing examples of the actual work as well as the level of responsibility for the work being performed.*

1. Coordinate with Collection Development regarding the selection and acquisition of electronic resources, by assessing cost/benefit of various products and purchase options. In addition, arrange for database trials.
2. Participate in online resource evaluations with focus on accessibility and technical support issues.
3. Assist in reviewing, negotiating and managing electronic resource license agreements.
4. Monitor license compliance pertaining to electronic resources
5. Evaluate electronic resource renewal costs, advising selectors and Head of Acquisitions on usage of products and make recommendations regarding renewals.
6. Work with the Head of Acquisitions to analyze overall budget expenditures for electronic resources.
7. Serve as chair of the Electronic Resources Advisory Group.
8. Coordinate cataloging and access to electronic resources, working collaboratively with staff members in other departments and units in the Library to promote use of electronic resources.
9. Work with designated staff to resolve database and online journal access-problems. Serve as primary vendor contact for technical support issues for online databases and electronic journals; inform staff and library patrons as needed.
10. Plan and manage the installation of data as required on link resolver database. Negotiate with database vendors regarding link resolver icon placement. Maintain or supervise maintenance of the database.

11. Serve as System Administrator of link resolver.
12. Serve as backup system administrator for federated searching software.
13. Handle requests for assistance to the Systems Department trouble reporting system from staff and patrons involving access to electronic resources, particularly regarding off campus access.
14. Serve as backup for authentication server administrator.
15. Monitor III load profilers online forum and attend training sessions.
16. Edit and create loader profiles for Five Colleges libraries as needed.
17. Perform other related duties as required.

**QUALIFICATIONS:** *Please indicate in a general way the knowledge, abilities, skills, education and experience necessary for any individual to assume this position. It is not the objective of this section to list any one person's specific personal traits and training. It is important to indicate, also, what degree of competence would be required (i.e., considerable education, extensive experience, working knowledge, etc.) to perform the duties and assume the responsibilities typical of this position.*

1. Master's degree in library science from an American Library Association-accredited library and information studies program. Minimum of 5 years experience in a professional capacity in an academic library.
2. Knowledge of cataloging principles and practices pertaining to serials and electronic resources, preferably in an academic or research library.
3. Ability to apply technology to enhance public access to electronic resources.
4. Demonstrated knowledge of web technology such as skills in Dublin Core, metadata, CORC, HTML or XML. Working knowledge of MS Excel and Access preferred.
5. Excellent organizational, interpersonal, presentation, facilitation, verbal and written communication skills are essential.
6. Excellent interpersonal skills including ability to foster a collegial work environment that encourages change and innovation; and ability to interact effectively and work productively, collegially, cooperatively, and collaboratively with a variety of individuals and groups in a complex and rapidly changing environment.
7. Thorough knowledge of the organization, administration and principles of electronic information services.
8. Ability to view issues from a Library-wide perspective, foster teamwork, and stimulate cross-functional collaboration.
9. Broad-based understanding of library operations and a good understanding of database structure and retrieval techniques.
10. Evidence of a commitment to maintain knowledge of developments in serials management and ability to apply this knowledge in the planning, evaluation, and implementation of new services. Experience negotiating contracts and licenses for electronic resources with vendors and aggregators, preferred.
11. Experience with an integrated online library system and major bibliographic utility, preferred.
12. Reading knowledge of one or more foreign languages, preferred.

**OFFICIAL POSITION CERTIFICATION**

**This is a complete and accurate description of this position.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE - STAFF MEMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE - SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE - DIRECTOR OF LIBRARIES

**NORTHWESTERN UNIVERSITY LIBRARY**

Librarian, Electronic Resources Position Description

**October 2008**

**POSITION:** Electronic Resources Librarian

**DEPARTMENT:** Electronic Resources and Collection Analysis

**DIVISION:** Technical Services and Resource Management

**REPORTS TO:** Head, Electronic Resources and Collection Analysis Department

**SUMMARY:** Under the direction of the Head of the Electronic Resources and Collection Analysis Department supervises and participates in the acquisitions of electronic resources. Communicates with vendors and publishers of electronic resources. Directly supervises 1 non-exempt staff position. Assists the Head, Electronic Resources and Collection Analysis Department with coordination of electronic resources work with that of other library units. Participates in special projects as necessary.

**RESPONSIBILITIES:** Manages workflow of ordering, paying, and renewing electronic resources and systematic record keeping through paper files and software applications. Investigates and implements ways to improve such record keeping methods through new developments in software applications, such as Electronic Resource Management software. Sets up and manages trials to electronic resources. Manages compilation and storage of usage statistics for electronic resources. Manages acquisitions of MARC record sets. Serves as a secondary technical services contact with publishers and vendors of electronic resources. Receives notification of availability of online access. Establishes and tracks rights to content for electronic resources.

Directly supervises 1 support staff position in the order, payment and renewal of electronic resources, including e-journals, databases, ebooks, CD-ROMs and e-texts.

Assists the department head with the management of licenses for electronic resources. Expected to maintain a high level of understanding of issues related to the acquisition, processing and management of electronic resources and their licenses. Monitors web sites, mailing lists and other sources of information regarding developments, plans and changes to electronic resources. Assists in planning and decision-making about the management of electronic resources. Reports frequently to Head of the department on electronic resources workflow and progress on attaining goals of managing electronic resources. Participates in library-wide planning, service programs, and committees regarding electronic resources.

Other duties as assigned.

**QUALIFICATIONS: Required:** Masters degree from an ALA-accredited library school. Evidence of organization and prioritization skills. Strong interpersonal and communication skills. Ability to work independently as well as in groups. Evidence of ability to set and meet production goals. Demonstrated ability to be flexible and handle detailed work. **Preferred:** Library experience including use of automated library systems, preferably Voyager and OCLC. Experience with spreadsheet and database software, preferably Excel and MS Access. Supervisory experience.

Rebecca S. Albitz  
Tenth Year Review

January 2008  
Page L-1

### LIBRARIANSHIP ABILITY AND EFFECTIVENESS

#### Statement of librarian's current assignment. (January 2001- )

The Electronic Resources and Copyright Librarian's primary assignment is to coordinate the selection, licensing, rights management and implementation of electronic resources, on which the Libraries current spend approximately 60 percent of the collections budget annually, and act as a resource regarding copyright issues. To carry out this assignment, responsibilities include:

- Coordinating and facilitating selection and acquisition of electronic resources in support of Penn State's teaching and research, working with all Penn State librarians with collection development responsibilities and with the Head of Acquisitions and Serials Services.
- Negotiating and monitoring vendor licenses in collaboration with Libraries' selectors; maintaining records of negotiations and purchases.
- Monitoring electronic resource access in cooperation with Digital Library Technologies, information providers, and library patrons.
- Serving as a Libraries and University resource for copyright and intellectual property issues.
- Representing the University Libraries within the Committee for Institutional Cooperation (CIC) as the Electronic Resources Officer.
- Ensuring the University Libraries are in compliance with copyright standards and practices.
- Liaison with other University offices concerned with copyright and other intellectual property issues.
- Maintaining knowledge of the trends and developments in copyright and intellectual property law.
- Handling patron queries relating to copyright and to rights management and licensing of electronic resources.
- Participating in any other appropriate activities.

In addition, the Electronic Resources and Copyright Librarian is expected to participate in library governance activities and devote time to research, scholarly activity, and service to the University, the society, and the profession.

