Electronic Resources Librarian

Institution: Baltimore City Community College
Location: Baltimore, MD
Category: Admin - Libraries
Posted: 11/10/2018
Type: Full Time

About Baltimore City Community College

Founded in 1947, Baltimore City Community College (BCCC) is a comprehensive, urban institution accredited by the Middle States Commission on Higher Education. The College's campus is located in West Baltimore; the institution also has several satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition, and extensive outreach, BCCC offers educational opportunities to the citizens of Baltimore City and throughout the state of Maryland. BCCC serves more than 15,000* students annually, providing credits that transfer to four-year colleges and universities as well as workforce training leading directly to job placement. The College is proud of the fact that 100** nations are represented within the student body.

* Based on annual unduplicated credit and non-credit headcount for FY 2016. **Based on fall 2015 credit enrollment.

Requisition Number: 2018-169

Minimum Education: Masters

Additional Documentation: Transcripts Required (upload as other)

Compensation: $48,937 - $55,112

Electronic Resources Librarian

Description/Job Summary

- Provides customer-centered Reference and Information services to students, faculty and staff, within the library and in the online environment.

- In conjunction with the Coordinator of Reference and Instructional Services, develops and provides instruction in the use of library resources including online databases, the Internet, and printed sources to students, faculty, and the BCCC community.

- Provide information instruction and services to students enrolled in online classes.

- Monitors and resolves any hardware or software issues, including issues of remote access to resources.

- Administers and troubleshoots the library's public-access software for library PCs.
• Designs, develops and maintains the library web pages incorporating links that serve the academic needs of the BCCC community.

• Evaluates and recommends electronic resources to the Collection Development Librarian; track all usage statistics for electronic resources.

• Serves as liaison to AskUsNow (online reference consortium) providing monitoring and feedback to other librarians to ensure consistent quality of service.

• Coordinate document delivery and inter-library loan services in cooperation with the Maryland Inter-library Loan Office (MILO).

• Participate in the collection development processes and recommend materials and resources to the Collection Development Librarian.

• Act as a back-up to assist the System Librarian with routine tasks, or in case of emergency.

• Participate on college departmental committees

• Complete required staff development hours per year as required by College Policy

• Other related duties as assigned.

**Required Qualifications**

• ALA-accredited Master's in Library Science

• Library experience with electronic resources, including online databases

• Demonstrated commitment to quality of service

**Preferred Qualifications**

• Academic library experience specifically reference, collection development, and instruction experience.

• Skills appropriate for the analysis of the use and performance of resources through data collection.

• Experience with LibGuides, discovery layer, open URL, OER, proxy server, and social media.

• Experience with troubleshooting electronic access and subscription related issues.

• Strong written, verbal, and interpersonal communication skills.

• Project management skills.

• Ability to work independently, collaboratively, and creatively in a rapidly changing environment.

**APPLICATION INFORMATION**

<table>
<thead>
<tr>
<th>Contact:</th>
<th>Baltimore City Community College</th>
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<tbody>
<tr>
<td>Online App. Form:</td>
<td><a href="http://bccc.balancetrak.com/2018169">http://bccc.balancetrak.com/2018169</a></td>
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Baltimore City Community College is an Equal Employment Opportunity, Affirmative Action Employer. Women, minorities, persons with disabilities, and veterans are encouraged to apply.
If special accommodations are needed, please contact the Human Resources Office at 410-209-6055; Monday - Friday 8:30-5:00pm or TTY 1-800-735-2258.

Apply through Institution's Website

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