Electronic Resources Librarian

Institution: Rice University
Location: Houston, TX
Category: Admin - Libraries
Posted: 10/19/2018
Type: Full Time

Department: Fondren Library
Full Time/Part Time: Full-Time
Requisition Number: S19219
Open Date: 10/18/2018

Salary Information
Salary Commensurate with Experience and Qualifications

Work Schedule
Monday through Friday, from 9 a.m. to 5 p.m.

Benefits Eligible: Yes
Eligible for Overtime: No

Position Summary
The Electronic Resources Librarian resolves electronic access problems. S/he prepares orders, reviews licenses and negotiates with suppliers and sets up trials and new services. This position interacts with cataloging staff, collection development staff and vendors and publishers. The Electronic Resources Librarian maintains the electronic resource management system. S/he supervises two assistants.

Education Required: Master's Degree

Concentration / Degree Type
Library or information science.

Substitution for Education Requirement
Bachelor's degree and three to five years of experience managing electronic resources.

Experience Required: 3 years
Type of Experience:
Experience in managing electronic resources in an academic setting.

Substitution for Experience Requirement
None

Experience Preferred
Experience with the ALMA library platform.

License/Certification Required
Not specified.

Skills Required
- Consistent display of strong verbal and written communication skills.
- Ability to maintain good customer relations.
- Ability to work effectively in a team environment and negotiate issues with people from different parts of the library.
- Ability to work in many library systems such as EZProxy, Open URL link resolvers, electronic management systems, and LibX.

Internal / External Contacts
Faculty, staff, students, vendors, publishers by phone, fax email and visits. Electronic resources librarian often sets up demos for staff with various vendors, reserving the room and sending out invitations.

Physical Demands
Ability to sit at a computer for long periods of time.

Working Conditions
9-5 office environment.

Security Sensitive: Yes

Special Instructions to Applicants
Applications received by November 14, 2018, will receive first consideration. Please apply with cover letter, resume, and the names, titles, addresses, telephone numbers and email addresses of three references under the References/Recommendation Request form.

Inquiries: Melinda Reagor Flannery at 713 348-3773 or reagor@rice.edu.

Rice University is an Equal Opportunity Employer - Females/Minorities/Veterans/Disabled/Sexual Orientation, Gender Identity.

Job Duty Name: Essential Functions
Description of Job Duty:
- Generates reports and conducts analyses
- Maintains an understanding of customer interests and needs
- Maintains electronic collections
- Ensures efficient workflow
- Works with technical services staff members to insure accuracy of the Library's database
• Works with collection development librarians to purchase electronic products by contacting suppliers, setting up trials, obtaining and reviewing licenses, implementation and coordination of payments

• Provides usage statistics

• Performs all other duties as assigned

**Job Duty Name: Additional Functions**

**Description of Job Duty:**

• Works with vendors, IT, cataloging, and public services staff to establish standards for information storage and display; prepares and maintains systems manuals and documentation

• Promotes communication and enhanced service through development and presentation of workshops and production of instructional materials for public and technical services units

• Establishes and maintains regular communication channels with vendors/publishers

• Identifies and works with vendors to establish services and resolve problems

• Serves as primary problem resolution resource for orders, claims, database and electronic journal access; may involve direct contact with users in order to understand and resolve problems

• Utilizes local and web-based online systems, manual records, etc. and works closely with IT staff and acquisitions librarians to identify and resolve complex order problems

• Communicates to obtain information needed to resolve complex problems with access to electronic resources as identified by staff within the library

• Plans and implements special projects

• Responsible for managing the Library’s electronic products

• Manages the EZProxy configuration files

• Has primary responsibility for updates to our OpenURL link resolver and updates to local listings

• Monitors workflows in areas of responsibility to meet departmental priorities

**APPLICATION INFORMATION**

<table>
<thead>
<tr>
<th>Contact:</th>
<th>Rice University</th>
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<td>Online App. Form:</td>
<td><a href="https://jobs.rice.edu/postings/17237">https://jobs.rice.edu/postings/17237</a></td>
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Apply through Institution's Website

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