Head of Acquisitions

The Loyola▪Notre Dame Library in Baltimore, Maryland, seeks a dynamic and service-oriented individual for the position of Head of Acquisitions. Responsibilities include:

- Planning and managing the acquisition of electronic and print resources
- Supervising a department of two librarians and a support staff member
- Tracking acquisitions fund expenditures
- Negotiating and monitoring license agreements and contracts with vendors and consortia
- Acting as liaison to selected academic departments

Reports to the Associate Director

Minimum Requirements:

- MLS from an ALA-accredited institution
- 5 years of post-MLS experience in acquisitions, including 2 years of supervisory experience
- Proven experience in managing and negotiating e-resource licenses and contracts
- Excellent written and interpersonal communication skills
- Willingness to learn and embrace new technologies
- Ability to work effectively in a collaborative environment

The Loyola ▪ Notre Dame Library provides library and information services to Loyola University Maryland and Notre Dame of Maryland University. The Library functions as an independent organization with 35 full-time staff, including 15 professional librarians, and has been a leader in developing digital resources among comprehensive-level institutions. Located in an attractive residential area of Baltimore, the Library completed a major addition/renovation project in 2008 that enables it to provide leading-edge facilities and services to 7,500 students and 500 faculty engaged in a range of bachelor's, master's, and doctoral programs.

This is a full-time professional position with attendant benefits. It will be filled in July 2012.

Send cover letter and resume by email or mail by March 30, 2012, to Jack Ray, Associate Director, Loyola ▪ Notre Dame Library, 200 Winston Avenue, Baltimore, MD 21212 ray@loyola.edu