Acquisitions and Resource Management Librarian

The Loyola • Notre Dame Library seeks a dynamic librarian with experience in electronic resource management to join our Acquisitions Department. With nearly two-thirds of our budget allocated to electronic resources, the department is actively engaged in growing and changing its workflows to provide patron-centered access to resources. Reporting to the Head of Acquisitions, the Acquisitions and Resource Management Librarian will provide day-to-day leadership, with some supervisory responsibility, and strategic direction for the acquisition and maintenance of physical, electronic, and emerging-format resources.

The successful candidate will possess strong project management skills, communicate effectively, and establish departmental best practices. Additionally, the candidate will facilitate the timely acquisitions of Library resources and materials and enhance the discovery and delivery of materials through effective maintenance of electronic resources. This position supports the research needs of a diverse population of undergraduates, graduates, and faculty at Loyola University Maryland and Notre Dame of Maryland University.

Position Responsibilities:

- Perform day-to-day operations in the Acquisitions Department with some supervisory responsibilities;
- Lead staff, training, and operations related to acquisitions in all formats—examples include:
  - Plan Demand Driven Acquisitions (DDA), including managing deposit accounts and usage statistics;
  - Manage all aspects of the life cycle of electronic resources management;
  - Provide materials requested by interlibrary loan staff;
  - Develop cross-departmental workflows to Cataloging & Metadata Services and/or Digital Services as needed;
- Develop protocols and dashboard statistics to communicate acquisitions information to internal and external constituents;
- Coordinate acquisitions budget with the Head of Acquisitions;
- Perform liaison duties in assigned subject area(s) to promote services and resources to faculty;
- Participate in library-wide initiatives as assigned;
- Collaborate with acquisitions staff in the Maryland Interlibrary Consortium (MIC) regarding policies, standards, and best practices that benefit a four-library, shared ILS environment.

Required Qualifications:

- ALA-accredited Master’s in Library/Information Science or equivalent;
- 3+ years of professional experience in an academic library setting;
- 3+ years of experience managing, implementing, or integrating acquisitions processes;
- 3+ years of hands-on, recent experience managing the life cycle of electronic and continuing resources including budgets, licensing, technology, and assessment;
- Working knowledge of budget monitoring and reporting in an integrated library system environment (currently Ex Libris’ Voyager);
- Demonstrated ability to establish priorities, set performance expectations, manage projects, work in a team environment, assess outcomes, and achieve goals;
- Demonstrated experience integrating payment and ordering data (e.g., EDI and EOD) and using acquisitions systems (e.g., GOBI);
- Demonstrated experience with external services and tools (e.g., EZproxy, knowledge bases, link resolvers, A to Z lists, and OCLC);
Required Qualifications (continued):

- Extensive knowledge of descriptive, structural, and administrative metadata as it relates to access and discovery of resources;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

Preferred Qualifications:

- Experience with rapid cataloging processes;
- Knowledge of discovery layer structures and batch loading processes;
- Working knowledge of ILLiad;
- Experience working with library consortia;
- Understanding of future trends (e.g., data visualization, cloud computing, and text mining).

About the Library:

The Loyola • Notre Dame Library, located in a residential area of northern Baltimore City, serves two universities: Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning while Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total population of 7,448 FTE that includes 5,540 FTE at Loyola and 1,908 FTE at Notre Dame.

The Library offers an excellent benefit package that includes medical, access to dental, life, and disability insurance, as well as TIAA-CREF retirement. Successful candidates will be subject to a pre-employment background check.

The Loyola • Notre Dame Library is an equal opportunity employer, and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

Application Procedures:

Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “Acquisitions and Resource Management Librarian Position” in the subject line to Lorena Dion, Administrative Operations Coordinator: ldiom@loyola.edu.