POSITION VACANCY ANNOUNCEMENT

POSITION: Electronic Resources Librarian

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Chair, Acquisitions & Collections Services

SALARY: $51,742 minimum salary at the Assistant University Librarian rank
$59,795 minimum salary at the Associate University Librarian rank
Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 74016

DEADLINE: Extended - September 20, 2021 – applicants will be reviewed as received

JOB SUMMARY
The University of Florida George A. Smathers Libraries Acquisitions and Collections Services Department seeks a knowledgeable and enthusiastic Electronic Resources (E-Resources) Librarian to serve as Manager of the E-Resources Unit. This 12-month, tenure-track faculty position provides leadership, vision, and expertise in acquiring and integrating electronic resources into the Libraries’ collections. The E-Resources Librarian reports directly to the Chair of Acquisitions & Collections Services, supervises four staff, and works collaboratively with personnel across the libraries to manage all aspects of the e-resources life cycle. The E-Resources Unit is responsible for the acquisition and management of the Libraries’ e-resources and engages in a variety of activities, including licensing and acquiring electronic resources and processing over $9 million dollars in annual e-resource expenditures.

In support of the mission and strategic directions of the Smathers Libraries, the E-Resources Librarian collaborates and fosters positive working relationships with colleagues and with publisher and vendor representatives. This position assists with negotiating license agreements and purchasing arrangements and will represent the Libraries by serving on state and regional level consortial committees. As a tenure-accruing faculty member, the E-Resources Librarian will be expected to pursue research and engage in scholarship and creative activities that generate impact nationally and internationally, including publications, presentations, and grants; as well as professional service activities that meet library-wide tenure and promotion criteria.

The library encourages staff participation in reaching management decisions and consequently the E-Resources Librarian will serve on various committees and teams. The Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

To support all students and faculty, and foster excellence in a diverse and collaborative society, the E-Resources Librarian will include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientations, and perspectives in work activities to support all students and faculty and foster excellence in a diverse and global society.

An Equal Opportunity Institution
RESPONSIBILITIES

- Supervise unit employees (4 FTE) and manage the activities and workflows of the E-Resources Unit, including planning and goal setting, workflow review for effectiveness, hiring, training, and evaluating professional staff and student employees.
- Plan and coordinate e-resources lifecycle, including license review, ordering and invoicing, access and authentication, batch MARC record loading, maintenance, and other metadata activities, discovery system and e-resource management system configuration and maintenance, and analysis and report creation for collection assessment purposes.
- Maintain effective communication channels and excellent working relationships with subject specialist librarians, library administrators, and publisher/vendor representatives to ensure collection goals are achieved, including timely renewal and processing of subscriptions and invoices; investigation, planning, and negotiation of new and existing services, purchases, and license terms; and analysis and assessment of e-resource collections and cost effectiveness.
- Monitor user interaction with library-created and third-party systems, including consulting with subject/liaison librarians to review settings, investigating and troubleshooting complex access/authentication issues, and providing constructive feedback on product and platform design and delivery to content providers.
- Monitor and evaluate publisher and vendor products, services, and costs; provide input to the administrators responsible for collection budget management and library systems selection, with particular considerations for accessibility and user privacy.
- Contribute as part of the vibrant Acquisitions and Collections Services Department leadership team to develop department goals, policies, procedures, priorities, and staffing decisions.
- Seek out and work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives to develop and support unit and department initiatives advancing the Libraries’ Strategic Directions related to inclusion, diversity, equity, accessibility and awareness.
- Maintain active involvement in appropriate professional and subject related national, regional, and state organizations, particularly taking a prominent role in representing the Smathers Libraries with regional and state library consortia committees and group initiatives.
- Performs scholarly research and provides service at the institutional and professional levels as related to assignment and in accordance with tenure and promotion criteria for the Technology and Support Service tenure home.

QUALIFICATIONS

Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet all of the required and preferred qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop the preferred skills. Additionally, applicants are encouraged to communicate the ways in which their work and other experiences satisfy the required qualifications in ways that may not be obvious.

Required:

- Master’s degree in Library or Information Science from an ALA-accredited (or foreign equivalent) program, or other relevant advanced degree in subject specialty
- Two years of relevant experience
- Appointment at the Associate University Librarian rank requires eight years of relevant experience
- Experience managing e-resources within integrated library systems (ILSs), knowledgebases and e-resource management systems, and third-party discovery systems
- Experience supervising, managing, training, or motivating team members
- Experience creating documentation and reports and generating statistics to assess collections and/or acquisition plans
- Demonstrated ability to work collaboratively as a team member to accomplish common goals and to adapt to rapidly shifting priorities, goals, and deadlines in a complex, creative, and diverse environment
- Evidence of excellent interpersonal skills, including verbal and written communication
- Evidence of a strong commitment to user service

An Equal Opportunity Institution
• Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in research, teaching, service and other work

• Strong potential to meet requirements for tenure and promotion outlined in the departmental by-laws

Preferred:

• Understanding of academic licensing models and their budget implications, and the ability to clearly communicate that understanding

• Functional experience with Aleph and/or Alma ILSs and EBSCO Discovery Service and/or Primo VE.

• Evidence of excellent analytical, organizational, project management, and problem-solving skills

• Evidence of ability to work independently and meet deadlines

• Understanding of cataloging principles and experience manipulating and batch loading MARC record files

• Experience reviewing and negotiating license agreements, purchasing terms, and/or vendor services for electronic resources

• Experience planning and monitoring library collection funds

• Knowledge of trends in scholarly communication and academic libraries, specifically as related to e-resource management; acquisitions; collections; cataloging and metadata; and/or transformative license models

• Experience with Demand/Patron Driven Acquisitions (DDA/PDA), Evidence Based Acquisition Selection (EBA/EBS), or other “just in time” acquisitions models

• Involvement in professional development activities, including research, and presentations; and participation in professional organizations

GAINESVILLE COMMUNITY

Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including a large number of spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to promote racial equity. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is the state of Florida’s preeminent university. The state’s oldest and most comprehensive university, UF is among the nation’s most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF is currently sixth among “Top Public Universities” in the U.S. News and World Report and second among Forbes “Best Value Public Colleges (2016). UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. At UF we have some of the top faculty in the country. In addition to attracting over $900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. For more information, please consult the UF homepage.

UNIVERSITY OF FLORIDA LIBRARIES

The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic...
databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement.

ACQUISITIONS AND COLLECTIONS SERVICES
The primary mission of the Acquisitions and Collections Services Department is to efficiently acquire resources and materials in a wide range of formats to meet the Strategic Directions and mission of the Smathers Libraries in supporting the academic and professional programs of the University of Florida. The department is divided into three units (Collections Support; Accounting & Serials; and Electronic Resources) and one program (Gifts & Exchange). Each area of operation is expertly staffed and dedicated to a specific set of responsibilities. The units’ function as a team to perform workflow and implement a variety of initiatives. Most notable daily responsibilities of the Acquisitions and Collections Services Department include allocating, encumbering, and expending a twelve million dollar materials budget; implementing and tracking vendors, invoices, order records, and payments; managing license agreements for e-journals, databases, and a multitude of resources; ensuring all electronic resources are discoverable; project management including projects that traverse other departments; handling subscriptions for thousands of print/online serials and standing orders; overseeing several large approval/slip plans and firm ordering for print and e-books from booksellers and publishers across the world; and being the principal department for batch-loading thousands of vendor, publisher and OCLC bibliographic records into the library catalog.

AFFIRMATIVE ACTION/EEO
The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD).

BENEFITS
University benefits for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The UF Screen, Test & Protect Program provides guidelines and resources related to COVID-19.

APPLICATION PROCESS
To apply, submit
- a cover letter detailing your interest in and qualifications for this position
- a written statement regarding “How changes in the e-resources landscape are affecting users and collections at large research institutions”. (250 words)
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by September 20, 2021 (applicants will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 74016. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.