

Assistant Librarian, Acquisitions, USA Libraries Collections, University of South Alabama

The University of South Alabama invites applications for an Assistant Librarian, Acquisitions, a 12-month, non-tenure track faculty continuing appointment in University Libraries Collections with an approximate start date of July 1, 2023.

The Assistant Librarian, Acquisitions, manages, plans, and supervises the acquisition of collection resources. The Acquisitions Librarian works with subject specialists/liaison librarians to identify and acquire collection resources to support the university and USA Health System; collects data to develop and provide reports concerning usage; leads e-resource and collection licensing negotiations; provides financial reports and forecasts to guide decisions concerning collection expenditures; and oversees acquisitions functions. The person in this position participates in library, professional and university service; professional development and scholarly activities expected of non-tenure track librarians that will lead to professional growth; fosters an accessible, inclusive, welcoming, and safe environment; supports USA Libraries Values of service, collaboration, communication, professionalism, and adaptability; and performs other duties as assigned. The position reports to the Assistant University Librarian for Collections.

Responsibilities:

- Leads the review and development of policies, procedures, guidelines, and workflows for the acquisition of collection resources in multiple formats.
- Supervises and manages routine activities and daily operations associated with acquisitions; manages ordering and payment activities and receipt of and confirmation of access to materials in accordance with licensing agreements; hires, trains, evaluates, and directly supervises staff and student assistants engaged in acquisitions functions.
- Prepares and monitors spending of the acquisitions budget, providing timely reports to USA Libraries Administration and its Collection Development and Budget Committees to support planning and decision-making.
- Works cooperatively and strategically with librarians and library staff to insure collections meet the needs of the university and USA Health System.
- Leads the development, management, and data-driven analysis of the libraries' collections and acquisitions services.
- Develops and maintains effective vendor relationships, including review of new and existing vendors and service agreements to assess services and pricing; participates in contract and pricing negotiation for resources and service agreements; coordinates review of contracts with the university's legal office.
- Facilitates reports such as the annual IPEDs, ACRL, and other reports required by the university, external entities and external accreditation teams.
- Identifies and maintains contact with consortia; acts as the collection liaison to the Network of Alabama Academic Libraries (NAAL) in managing the university's acquisition of and access to NAAL and other consortia titles; evaluates consortia purchases and advises concerning participation.
- Stays abreast of emerging trends, standards, and best practices in the fields of acquisition, licensing, and discovery; identifies new methods and technologies to improve services and access to collections and usage data.
- Maintains awareness and familiarity with Open Access models, Open Educational Resources, new and evolving scholarly publishing models and predatory publishing.
- Serves as an active member of library teams, task forces, and committees; participates in initiatives and projects with library colleagues.

- Participates in and represents USA Libraries in local, university, regional, and national professional activities as appropriate.

Required Qualifications:

- Master's Degree from an ALA-accredited program (or international equivalent) in library or information science.
- At least 2 years of relevant professional experience, preferably in an academic library.
- Experience managing the issues and practices involved in acquisitions and electronic licensing of collection resources.
- Demonstrated understanding of collection assessment methodologies and their applications.
- Experience with Integrated Library Systems and Discovery Services.
- Effective oral and written communication skills.
- Demonstrated teamwork and interpersonal skills; ability to build collaborative and mutually beneficial working relationships with people of varying backgrounds; work effectively with faculty, students, professional colleagues and diverse academic groups; ability to advocate and promote library resources and services to a variety of constituents.
- Demonstrated aptitude in detail-oriented work, including strong analytical, organizational, and problem-solving skills; ability to effectively manage multiple projects and priorities.
- Demonstrated proficiency in the use of Microsoft Office applications (Word, Excel, PowerPoint).

Preferred Qualifications:

- Experience with ExLibris' Voyager and EBSCO's Discovery Service.
- Supervisory and / or project management experience.
- Experience working with consortia.
- Knowledge of predatory publishers.

Review of applications will begin May 1, 2023 and will continue until the position is filled.

Submit letter of application, CV or resume, unofficial copies of transcripts and the names and contact information for three professional references to Muriel Nero at libraryadmin@southalabama.edu. Official transcripts and three signed professional letters of reference are required for appointment.

Candidates can view <http://libguides.southalabama.edu/libraryjobs> for more information about the position or <http://www.cityofmobile.org> for information about the Mobile area.

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