

Position Title**Collection and Resource Management Librarian Assistant
Professor/Librarian II****Classification Title****Asst Prof/Librarian II****Department**

Library - MU2060

Location

MU - Marshall University, Huntington, WV

Salary Range

Commensurate with qualifications and experience.

Position Summary Information

Job Description

Marshall University invites applications for the position of Collection and Resource Management Librarian. The position reports to the Associate Dean of Libraries. The position provides leadership and guidance for development and management of library collections with all formats to support the university academic program of learning, teaching and research as well as university mission and goal.

- Provide leadership in all aspects of the Libraries' collections development and management, including strategic planning, budget and providing analysis of use statistics and evaluation of resources in light of academic program needs.
- Lead creating and implementing policies and procedures used in a broad range of activities and tasks related to collection development and acquiring resources for the Libraries in all formats.
- Recommend for acquisition and/or order materials based on knowledge of, or research on, currently available materials, making appropriate use of reviews and recommended resources/materials; coordinate trials for new electronic resources in conjunction with the Digital Resources/Systems Support Librarian.
- Prepare, monitor, and track library resources budgets and resources usage to recommend annual priorities for the distribution of library material funds.
- Work on accreditation/program review and statistical reports for college/departmental accreditation or review visits.
- Serve as primary contact for vendors providing collection content; establish, maintain and review relationships with vendors and publishers.
- Manage handling of Libraries' gift materials program, which may include creating policy, reviewing and processing incoming donations.
- Oversee and coordination with Catalog & Digital Services Librarian for ongoing organization and weeding of the collection.
- Participate in campus and university committees, taskforces and professional activities as requested

**Required
Qualifications**

- Master's in Library Science from a library school accredited by the American Library Association.
- 2-5 years of full-time professional-level Experience in collection development/acquisitions in an academic library. (2-4 years for Assistant Professor; 5 years for Associate Professor)
- Demonstrated ability with integrated library system and electronic resource management.
- Demonstrated analytical skills with proficiency in Microsoft Excel and experience using quantitative and/or qualitative data to inform rational decision-making.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently, and to promote teamwork among colleagues.

- Demonstrated ability acquiring a variety of library resources in all formats.
- Demonstrated knowledge of major trends in publishing and scholarly communication.
- Demonstrated ability to effectively organize information, manage multiple priorities and meet deadlines.
- Excellent interpersonal and communications skills, both verbal and written.

Must be able to perform all essential job duties as outlined in the job description.

Preferred Qualifications

- Experience with multi-campus or multi-state library consortia which may include serving as a liaison or representative to a materials consortium dedicated to the provision of library materials (Example: PALCI, Lyrisis, OCLC, etc).
- Experience working with major library vendors and publishers, including the negotiation of license agreements.
- Experience participating in the accreditation process for both academic programs and the institution.
- Demonstrated ability working with Innovative Interfaces Sierra or similar integrated acquisitions, electronic resource management systems
- 2 or more year's supervisory experience.

Posting Detail Information

Posting Number	MU0595F
Open Date	05/22/2018
Close Date	
Open Until Filled	Yes