

## Job Description

**Job Title** Electronic Resources Librarian, FSU Libraries  
**Job ID** 41745  
**Location** Tallahassee, FL  
**Full/Part Time** Full-Time  
**Regular/Temporary** Regular

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### Department

The Florida State University Libraries seek a knowledgeable and innovative individual for the position of Electronic Resources Librarian. The position provides organizational leadership for the licensing, access and data analysis for online journals, databases and various e-book collections. Working collaboratively with subject librarians, the incumbent establishes trials and conducts renewal reviews to make the most relevant content available in support of the curriculum and research interests of the university. The E-resources Librarian reports to the Associate Dean for Collections and Access.

The E-resources Librarian will play a major role in promoting and marketing e-resources internally to all university libraries and externally to the broader university community.

### Responsibilities

Supervise a staff of three with the possibility of a Graduate Assistant.

Assist in ordering and renewing online journal packages, e-book collections and online databases.

Meet with vendors to discuss current and future acquisitions.

Negotiate, review and process licenses for electronic resources.

Update and maintain accurate title lists, costs, usage and license terms.

Provide remote access to e-resources via proxy server.

Work closely with the serials and monographs librarians.

Work collaboratively with e-resource personnel at Medical, Music and Law Libraries.

Maintain routine interaction with subject librarians.

Serve on Library and/or University committees, contributes to library initiatives, and provides leadership for specific projects.

Serve on state, regional, and national library committees.

Participate in research, publication, and other professional and scholarly activities.

### Qualifications

Master's degree from an ALA-accredited library/information studies program or other appropriate advanced degree

Minimum two years of experience working with electronic resources in a medium to large academic or research library

Experience collecting, analyzing usage statistics for making applicable recommendations

Knowledge of e-resources lifecycle (trials, negotiation, acquisition, licensing, selection and maintenance of access records in discovery service and link resolver, resolving access issues, vendor technology and platform changes)

Knowledge of various Evidence-based Acquisition and vendor pricing models for e-resources

Excellent oral and written communication skills

Knowledge of current and emerging trends and issues related to the management of electronic resources

Experience working with Electronic Resources Management Systems (ERMS) and integrated library systems (ILS)

Budget management experience

Commitment to customer service and ability to promote awareness of e-resources to internal and external constituents

Supervisory experience

### **Preferred**

Ability to manage multiple priorities in a fast-paced environment

Knowledge of issues associated with Open Access and open education resources (OERs)

Experience working with consortial licensing and negotiation

Minimum of two years professional librarian experience in an academic library

Familiarity with common desktop computer applications such as Excel

### **Helpful**

In one attachment, please include a cover letter with a complete statement of qualifications, a full resume of education and relevant experience, and the names, telephone numbers and e-mail addresses of at least three persons who are knowledgeable about your qualifications for this position.

### **Contact Info**

Susannah C. Miller, Administrative Services  
<br>Florida State University Libraries  
<br>Tallahassee, FL 32306-2047  
<br>scmiller@fsu.edu  
<br>Phone: (850) 645-8404  
<br>Fax: (850) 644-5016

### **University Information**

Located in beautiful Tallahassee, Florida's capital city, a growing community with a population of more than 357,000, the Florida State University, part of the 13-member State University System of Florida, enrolls over 40,000 students. The Libraries belong to the Association of Research Libraries. FSU's 13 individual libraries have combined holdings of over 4 million volumes. For more information about the Florida State University Libraries, see our home page at: <http://www.lib.fsu.edu/>

### **Anticipated Salary Range**

Minimum \$55,000, negotiable depending on qualifications

### **Pay Plan**

This is a Faculty position.

### **Criminal Background Check**

This position requires successful completion of a criminal history background check.

### **How To Apply**

If qualified and interested in a specific Faculty job opening as advertised, apply to Florida State University at <https://jobs.fsu.edu>. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include education details even if attaching a Vita.

### **Faculty Information**

This is a full-time, 12-month, non-tenured faculty appointment. Anticipated hiring at the assistant or associate librarian level. Benefits include 22 vacation days, 13 days of sick leave, group medical, dental, and life insurance, an optional retirement program or state retirement, and no state or local income tax. With supervisor\*s approval, may qualify for University tuition scholarship for up to six credit hours each semester. A full listing of benefits can be found at <http://www.hr.fsu.edu/PDF/Publications/SummaryofBenefits76.pdf>

### **Tobacco Free Campus**

Effective January 1, 2014, tobacco use, including simulated tobacco use, is prohibited on property, interior and exterior, owned or managed by Florida State University. This policy applies to all Florida State University students, employees, consultants, contractors, visitors, and external individuals.

### **Equal Employment Opportunity**

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.

FSU's Equal Opportunity Statement can be viewed at:  
[http://www.hr.fsu.edu/PDF/Publications/diversity/EEO\\_Statement.pdf](http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf)

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