

ELECTRONIC RESOURCES LIBRARIAN

Department: Brandel Library

Reports To: Director of Brandel Library /Professor of Bibliography

Position summary:

Manage the implementation and use of electronic resources and services provided by the library in collaboration with other librarians; share reference desk coverage and participate in the planning and delivery of library instruction; fulfill faculty responsibilities. Report to the Library Director.

Responsibilities:

1. Conceive and implement new library technology projects to meet the digital information needs of traditional and non-traditional students
2. Manage electronic resources such as research databases, ebooks and streaming media from selection to licensing, set up, support and assessment
 - Develop policies and procedures for managing electronic resources
 - License new electronic resources and monitor compliance of all current software licenses
 - Ensure that NPU students, faculty, and staff have on-campus and off-campus access to all electronic resources provided by the library
 - Keep file of current contracts with various vendors
 - Keep statistics on usage to assist in evaluation and selection
 - Communicate information about new databases and/or new providers with appropriate faculty and students
3. Create a dynamic online presence that connects all NPU patrons with the library's resources and services
4. Maintain a close relationship with the offices of Information Technology and University Marketing and Communications to ensure that library practice is consistent with the deployment of information technology on Campus
5. Share reference desk coverage
6. Participate in library instruction program
7. Serve on library and university committees as assigned
8. Fulfill faculty obligations for promotion and tenure as delineated by the University

Essential Qualifications:

- Appreciation for, commitment to, and ability to effectively articulate North Park University's mission and philosophy of Christian higher education; Christian in faith and action.
- A Master's degree in Library/Information Science from an ALA-accredited program is required.
- A second Master's degree is required for tenure.
- Experience with managing access issues associated with electronic resources and working knowledge of bibliographic and metadata tools (e.g., MARC, OCLC, Content DM) are preferred.
- Excellent interpersonal and team skills.
- Computer literacy in Microsoft Word, Excel, Outlook.

Effective Date: 2011

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.