Position: Head of Technical Services & E-Resources Librarian

Reports to: Director of Hoover Library

Department: Library

FLSA Status: Exempt

Scope: A regular, full time, 12 month professional position providing leadership for technical services and electronic resources management. This librarian manages the technical service areas of the library, including: Acquisitions, Serials, Cataloging, and Government Documents. Responsible for the maintenance of the Integrated Library System in coordination with the Carroll Library Consortium. Also responsible for development and assessment of electronic resources appropriate to the current and evolving learning needs of McDaniel College. Supervises three full-time staff and indirectly supervises student assistants. Participates with other librarians in providing reference, instruction, supporting collection development, liaison to assigned departments, and other duties as assigned. Some evening and occasional weekend hours required. The position reports to the Library Director.

Basic Responsibilities:
- Manages the Technical Services department
- Provides leadership for our rapidly developing and changing electronic collections
- Performs system administration duties for the Integrated Library System (ILS)
- Provides reference services
- Provides instruction on the use and interpretation of information resources
- Participates in library collection development
- Participates in professional organizations and takes part in college academic activities
- Participates as a member of the leadership team
- Performs other duties as assigned

Specific Responsibilities
Manages the Technical Services department:
- Provides leadership and oversight of technical service functions including policy development, implementation and review of procedures related to changes in accepted professional practices
- Supervises staff in the ordering and receiving of books, periodicals and other materials
- Monitors and advises the Library Director on budget expenditures for collections and binding
- Performs or supervises original, complex, and batch cataloging as needed and supervises routine copy catalog processing in all formats and languages, including with contract services
- Supervises staff in preparing materials for the bindery and repairing damaged items
- Oversees the library’s Federal Depository Library Program participation and supervises government documents processing
- Provides oversight for gifts processing including coordinating with donors, developing procedures and policies, evaluation and disposition of donated materials
- Updates and develops profiles for approval plans or new specialized collections (e.g. ebooks)
- Coordinates technical services projects with other college librarians and staff
- Assumes the responsibility for technical services processing in the absence of staff, including supervision of student employees
Prepares and provides statistical reports for various reporting agencies for annual reports and special projects
Maintains current skills in all areas of technical services and related technologies

Provides leadership for our rapidly developing and changing electronic collections:
Manages the library’s electronic resources including e-journals, research and reference databases, e-books, online multimedia databases including sound and streaming video, and other electronic document collections
Coordinates trials of new resources and vendor demonstrations as needed
Coordinates and manages the selection, acquisition, payment and activation of electronic resources including preliminary license review and negotiation in consultation with the Library Director and relevant liaisons
Manages our annual renewal processes including attending programs and representing McDaniel College at consortia meetings and development events
Investigates and implements new/emerging acquisition models and tools for electronic resources
Investigates and compares vendor products and offers, establishes and maintains effective vendor relations, negotiates and documents license terms and pricing, and collaborates with consortia partners
Establishes, maintains, and assists in troubleshooting access to electronic resources
Maintains print and electronic periodical and database information in online services, such as SerialsSolutions, EzProxy, and the A-Z Database List
Provides back-up support for maintaining and troubleshooting the library’s Discovery Service
Reviews and analyzes current online collections and provides recommendations for changes, including organizing and tracking usage statistics
Maintains awareness and engagement with emerging trends and technologies in electronic resources management, makes recommendations for improvement

Performs system administration duties for the Integrated Library System (ILS):
Keeps informed of updates and new features of the ILS and works closely with consortia on planning and implementation
Troubleshoots reported problems and contacts consortia partners or the vendor to resolve issues
Works on ILS projects for the Library Director and/or in coordination with other staff and departments to improve functionality
Runs routine loads of records into the system and provides reports and software updates as needed
Maintains current skills in all areas of the ILS by attending consortia meetings, user group meetings, and related training
Trains staff on system updates and new features, also provides training for new staff
Keeps backup ILS support librarian up-to-date on changes in the system and support contacts

Provides reference services to the college community and general public:
Assists users in conducting research, finding information and using the library’s resources
Provides instruction on the use and interpretation of information resources:
Prepares and delivers class presentations and demonstrations
Develops instructional material and prepares subject and resource guides in various formats
Maintains current skills with library instruction techniques and technologies

Participates in library collection development:
Liaises with designated academic departments, coordinating and facilitating the selection of library materials appropriate to the curriculum and the library’s collection development policy

Participates in professional organizations and takes part in college academic activities:
• Participates in relevant professional organizations
• Attends professional meetings, workshops and presentations
• Participates in college academic activities

Participates as a member of the leadership team working closely with the Library Director to advance the mission and goals of the Hoover Library.

Performs other duties as assigned.

**Qualifications:**

- **Required:** ALA accredited Master’s Degree in Library or Information Science. A minimum of three years of progressive experience in library technical services. Demonstrated supervisory skills and technological expertise. Experience with DDC, LCSH, OCLC and MARC21 formats for bibliographic holdings and authority control, and with Integrated Library Systems. Knowledge of current and emerging trends, issues, and best practices in e-resources management and assessment. Strong verbal, written and interpersonal communication skills. Ability to work in a strongly collaborative environment and fit into the cross-functional nature and close knit community at a small liberal arts college. Ability to calmly manage stressful situations and juggle multiple tasks and commitments in an effective and timely manner. Ability to successfully lead and complete a wide scope of projects. Demonstrated commitment to the use of new information technologies. Commitment to professional development and service excellence. Strong analytical, problem-solving and organizational skills with demonstrated ability to provide well-reasoned analysis using appropriate research and data resources; developing reports to support conclusions; and aptitude for detailed work.

- **Preferred:** Experience developing and delivering curriculum integrated information literacy instruction and providing research assistance in an academic library.

**Physical Characteristics:**

This position requires lifting boxes and pushing carts of up to 25 lbs on a regular basis, as well as some bending and stooping; must minimize exposure to paper/book dust, molds, and vapors from library mending and cleaning products through the use of protective masks and gloves when necessary.

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Library Director

Date

Provost

Date

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