Collections & Electronic Resources Librarian

John F. Reed Library

Fort Lewis College
Durango, Colorado

Position Summary
The Collections and Electronic Resources Librarian is responsible for the oversight of collection development and collection management practices, direction of acquisitions processes, and administration and management of Reed Library’s electronic resources, including databases and online serials.

Minimum Qualifications
• ALA-accredited master's degree in library or information science
• Experience managing and administering academic library electronic resource collections, including databases, ebooks, online serial subscriptions and other digital collections
• Experience working with academic library collections
• Experience with budget oversight and management
• Excellent organizational and project management skills
• Proven ability to work both independently and collaboratively
• Excellent oral, written, and interpersonal communications skills
• A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities

Preferred Qualifications
• Supervisory experience
• Experience coordinating collection development processes
• Experience with developing and overseeing acquisitions workflows and materials vendor ordering processes
• Experience with the software and technologies used in electronic resource management, including EBSCONet, EBSCOAdmin, Springshare Libguides, etc.
• Ability to learn new technologies quickly and independently, and communicate its use and function to others effectively
• Experience providing reference service and library instruction in an academic library
• Experience offering liaison services to academic departments
• Knowledge of trends and issues in collections management and e-resource administration

Major Responsibilities
Electronic Resources
• Manage and maintain the Library’s databases and resource integration and access systems (Discovery (EDS), proxy, link resolver, and other services providing access to electronic resources)
• Oversee activities relating to database management, single title serials subscriptions, ebook collections and other digital collections including budgets, usage analysis, acquisitions, renewals, cancelations, deselection and license agreements
• Ensure accessibility for all electronic resources to authorized users on-and off-campus
• Develop and maintain policies and procedures for acquisition, review, and cancelation of electronic resources
• Provide information about databases being considered for acquisition
• Work with director and administrative assistant to manage electronic resources budget

Collections and Acquisitions

• Assess quality and negotiate prices for collections and individual products
• Supervise a 0.5 FTE Collections and Acquisitions Library Technician
• Manage electronic serials maintaining electronic resource management system and serials A-Z list
• Initiate collection assessment efforts for Library’s book collections
• Develop and distribute collection development reports to Library liaisons
• Coordinate Library liaison activities
• Oversee donations and replacement of lost or withdrawn materials
• Collaborate with the Technical Services Librarian on deselection projects

Other Responsibilities

• Serve as library liaison to assigned departments, including providing specialized instruction and collection development
• Participate in providing reference service at reference desk and in online platforms, including chat
• Participate in and/or lead Reed Librarians Council, Budget Team, other library governance teams, campus committees, and Marmot committees as assigned

Work Conditions
The work environment characteristics described here are representative of those that an employee can expect while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
• Ability to work in a confined area.
• Ability to sit at a computer terminal for an extended period of time.

Compensation
Salary is $51,500, plus a comprehensive benefits package. The anticipated start date is in April 2020.

Application Process
A complete application packet includes:

• Cover letter addressing interest and qualifications for position
  o Include details regarding how your personal and professional experiences allow you to encourage a learning environment grounded in equity and inclusion. “How do you envision contributing to Fort Lewis College’s commitment to equity and inclusion?”
• Resume
• Names and contact information for three current, professional references
Submit materials as one PDF file via email to:

cerl-search@fortlewis.edu

Application materials received on or before March 22, 2020, will receive full consideration.
Position will remain open until filled.

The successful candidate will be required to submit original, official college transcripts, and pass a background check.

The College and the Community

Fort Lewis College, a public institution located in Durango, Colorado, offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,300 students come from 48 states, 17 countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic backgrounds. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.

Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment; applications from underrepresented groups are strongly encouraged.

ADAA Accommodations

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email kpolens@fortlewis.edu at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.