JOB DESCRIPTION
Revised 1/8/2016

POSITION: [Associate] Librarian, Electronic Resources and Collection Assessment Librarian

APPOINTMENT: Twelve-month, non-tenure track, Library Faculty

RESPONSIBLE TO: Director of the Library

PURPOSE: Provide life cycle management of the Arthur Lakes Library’s licensed electronic content including databases, eBooks, and electronic serials. Understand practical and theoretical knowledge of the technology underlying provision of these services. Ensure Library’s print collection remains relevant and useful to the Mines community by performing collection analysis and assessment. Take proactive steps from assessment activities as required to address opportunities and issues. Additional duties include performing scholarship, involvement in professional development activities, and service to the institution.

I. PROFESSIONAL DUTIES (80%)

A. Electronic Resources Management

1. Coordinate activities related to evaluation, licensing, purchasing, ordering, payment, access provision, maintenance, discovery, renewal and troubleshooting of Library’s licensed electronic resources.
2. Develop and manage electronic resources workflows and maintenance (including link resolution) in the Library’s next generation Library Management System (Alma).
3. Develop, enact and document policies and procedures to facilitate discovery of electronic resources.
4. Collaborate closely with Library staff to facilitate identification and selection of electronic resources.
5. Ensure timely access and bibliographic record maintenance of electronic resources.
6. As Site Administrator, create/maintain login credentials and act as first point of contact between electronic resource vendors and the Library.
7. Troubleshoot problems and remain current with vendors’ technologies, configurations and services.
8. Foster a collaborative, inter-departmental approach to problem solving and decision making.
10. Stay informed of emerging issues, standards, and technologies in the management of licensed electronic resources and the Library’s management and discovery systems.
11. Use Alma to fullest capability.

B. Collection Analysis, Assessment, and Oversight

1. Develop knowledge of existing Arthur Lakes Library’s collections.
2. Gather data on the current Colorado School of Mines curricular focus at the undergraduate and graduate levels. Evaluate current collections accordingly.
3. Collaborate with Library staff members responsible for certain collections to ensure continued relevancy.
4. Evaluate and utilize as appropriate current research on collection analysis and assessment.
5. Develop metrics to facilitate evidence-based decision-making.
6. Apply project management skills to oversee collection assessment activities.
8. Evaluate continued relevance of the collections moving forward.

C. Management

1. Develop Library-wide goals and objectives with the Director, and Library faculty and staff; cooperate to prioritize programs and recommend allocation of resources.
2. Develop, communicate and interpret Library policies and procedures, provide opportunities for input, and cooperate with staff to ensure effective operation of the Library.
3. Identify and pursue funding opportunities for the Library, as appropriate.

II. SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT (10%)

A. Engage in research, disseminate the results through publication, presentations, websites, internal distribution, and peer networking.
B. Interact and cooperate with the library community on a university, state, regional, and national level.

III. SERVICE (10%)

A. Chair the Product Round Table Committee within the Arthur Lakes Library.
B. Participate in the governance of the university through campus committees and organizations.
C. Represent the Library to its patrons throughout the School of Mines and external community.