

Christine Davidian Job Description (revised 7/20/2022)

Job Title: Electronic Resources and Serials Librarian

Salary Range: Librarian 1

Department: Rowan University Libraries

Reports to: Deborah Gaspar, *Director, User Services & Collections*

Position Summary:

The Electronic Resources and Serials Librarian of the Rowan University Libraries facilitates Rowan online library users' academic success by ensuring that licensed electronic resources are available for use on the Rowan Libraries websites and Google Scholar in a timely and seamless manner. The position currently manages over one million electronic resources that are accessible to the entire Rowan University community which includes students, faculty, staff, and visitors to the Glassboro Campus, both CMSRU and SOM medical school campuses, Rowan Global, and off-campus users. This position is responsible for ensuring that all electronic journal, book, database, and streaming-video resources, many of which support clinical medical care, are available year-round, 24 hours a day.

The position ensures that approximately 300 current print journals as well as bound journals housed at the Campbell Library on the Glassboro Campus, are available to library patrons to use.

Essential Functions/Percentage of Time Spent on Each:

1. Manages the lifecycle of electronic resources and serials ensuring data accuracy and minimal interruption of services. Maintains timely, accurate data about electronic resources in a variety of systems used to enable access to electronic resources by library users. These systems include Electronic Resources Management systems (ERMS), Integrated Library Platforms (ILP), link resolvers, database AZ lists, and discovery tools.

20%

2. Develops and streamlines procedures and workflows for managing serials and electronic resources including online journals, electronic books, databases, streaming media.

10%

3. Technical Support: Investigates and resolves access-related problems. Responds to patron reports and collaborates with library technology, and content providers as necessary to troubleshoot identified problems. As appropriate, supplies patrons with alternative options for access.

4 Authentication configuration management: Configures Ezproxy files with stanzas corresponding to electronic resources in order to enable access to electronic resources for off-campus users. Investigates federated authentication.

10%

5. Works closely with the collection development committee and subject liaisons to identify, evaluate, and select electronic resources.

10%

6. Supervises 3 FTE technical staff .

20%

Other Functions:

1. Research and Service Requirements of position for Tenure and Recontracting and Promotion, including committee work for Rowan University, Rowan University Libraries, and volunteering for professional organizations such as VALE, TCLC, ALA and DOAJ.

Minimum Job Requirements:

Education: Masters of Science in Library and Information Science

Experience: 16 years

Specific Skills:

Core competencies include extensive knowledge of managing the life cycle of electronic resources to provide access to electronic resources through the use of information technology, assessment, in-depth theoretical and practical knowledge of library and information technology tools and concepts, and skills management, systems analysis, and communication.

- Extensive knowledge of the concepts and issues related to the multiple stages of the life cycle of electronic resources
 - Knowledge of electronic resource acquisitions
 - Thorough knowledge of Electronic Resource licensing, including the concepts, implications, and contract language pertaining to such issues as archival rights, perpetual access and interlibrary loan.
 - Ability to apply the principles involved in the organization and representation of recorded knowledge and information to the organization of electronic resources in order to select and provide access points that are useful to the communities they serve.

- Thorough understanding of records management necessary for actively coordinating and managing the often-complicated records needed to track electronic purchases, subscriptions, access set-up and maintenance, and licenses.
 - Awareness of Open Access publications as they relate to the electronic resource management field.
 - Awareness of trends and ongoing developments in areas related to the entire life cycle of electronic resources.
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- In-depth theoretical and practical knowledge of library and information technology tools and concepts, systems analysis skills, application coding/programming skills
 - Conceptual and practical knowledge of standards, protocols, and structures such as
 - Internet protocols (IP) and file transfer protocols (FTP),
 - OpenURL/z39.50,
 - Central authentication services (Shibboleth),
 - EZproxy
 - Electronic data interchange (EDI),
 - Open Archives Initiative – Protocol for Metadata Harvesting (OAI-PMH).
 - Conceptual and practical knowledge of database design.
 - Conceptual and practical knowledge of Markup languages (e.g. HTML, XML, wiki).
 - Conceptual and practical knowledge of software such as
 - Link resolver software
 - Data collection software
 - Discovery services
 - Electronic resources management software (ERMS),
 - The administrative functions of proprietary databases,
 - Bibliographic utilities.
 - Understanding of the complex range of data generated by and related to electronic resources from the sources above, as well as vendor web sites and proprietary products, and how these data are interconnected or distinct.
 - Ability to collect, analyze, manipulate, and provide meaningful interpretation of data using relational databases, spreadsheet and word processing programs, and other online tools.
 - Possesses a broad understanding (or ability to acquire such understanding) of the electronic resources subscribed to by the organization and the ability to examine and evaluate current and potential purchases in objective and user-centered ways (assessment).
 - Able to apply principles of data collection, analysis, and reporting

- Able to gather usage data, tracking the relative cost per use, recommending cancellations and additions in response to curricular needs and budgetary constraints.
- Monitors publishers' and other vendors' pricing policies and package deals to identify possible alternatives to current subscriptions.
- Demonstrates problem solving, organization, and analytical skills and has an aptitude for detail-oriented work.
- management and communication skills
- Ongoing professional development

Specialized Knowledge, Licenses, etc.

Library Copyright Institute PA College and University Librarians	Online	2022
Introduction to Web Accessibility	(EdX verified certificate)	2020
Planning and Leading Effective Team Meetings -	Library Juice Academy (certificate)	2019
Creative Commons Certificate course	(verified certificate)	2018
Advanced eCourse: Project Management Fundamentals for Librarians		2017
Accessibility for ERLs: Optimizing Resources for All Abilities, ER&L Conference Workshop		2016
Research Data Management and Sharing,	Coursera (verified certificate)	2016
Design and Interpretation of Clinical Trials	Coursera (certificate)	2014
Data Management for Clinical Research,	Coursera (certificate)	2013

Supervisory Responsibility, if any: Manages three full-time employees

Working Conditions: Has an office

What percent of your work can you accomplish remotely? 100%