

University of Houston – Clear Lake

Position Description

Job Title: **Discovery Services Librarian**

Job Code: **2928**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters degree of Library Science (MLS) from an American Library Association (ALA) accredited program.	
Experience	Coursework related to discovery services, electronic resources management, technical services, or cataloging.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Discovery Services Librarian develops, supports, and maintains discovery services, which enables access to library resources in all formats. This position collaborates with library staff to evaluate and develop the user discovery interface for Neumann Library under the supervision of the Associate Director (AD) for Technical Services. To ensure the effectiveness of discovery services, this position also coordinates the acquisition, access, administration, support, and evaluation/monitoring of electronic resources. The Librarian works with vendors to set up trials and training sessions, resolve pricing and licensing issues, as well as access and content issues. The Librarian also works closely with the AD for Public Services, the AD for Digital Services in the performance of the discovery and electronic resources management duties. The Discovery Services Librarian stays abreast of current trends and new technologies for managing discovery services and electronic resources and advocates for their adoption when appropriate.

Duties and responsibilities	% Time
Oversees the exploration, evaluation, and implementation of resource discovery services related to Technical Services with a focus on enhancing and improving discovery of resources for our users.	15
Manages discovery services including the knowledgebase and linking of databases and electronic resources.	15
Negotiates pricing and license agreements, places database orders, and maintains files of authorizing signatures for each database purchase.	12
Maintains electronic resources in various library management systems.	10
Sets up trials and training sessions; maintains vendor relations; handles subscription and database problems.	10
Consults with subject librarians to acquire electronic resources. Gathers monthly usage statistics for databases and electronic journals, and provides annual report of databases owned and their usage statistics.	14

Registers and maintains journal access with vendors, publishers, and subscription agent. Funnels webpage and content problems to the AD for Digital Services & selection and training issues to the AD for Public Service. Participates in the library's faculty liaison program, and participate in collection development as a subject selector; weeds the general collection in the appropriate subject area.	15
Assists with catalog access to electronic journals and ebooks. Keeps librarians up-to-date on new discovery and electronic services. Serves on library and university committees. Others duties as assigned.	9

This position description describes the general qualifications, duties and responsibilities of work being performed.