

# University of Houston – Clear Lake Position Description

Job Title: **Electronic Resources Reference Librarian**

Job Code: **2926**

Location: **UHCL**

Pay Grade: **040**

FSLA: **EX**

Retirement Program: **TRS**

## QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master of Science degree in Library/Information Science from American Library Association accredited program.	
Experience	Coursework related to electronic resources management (ERM), technical services, or cataloging.	Experience with integrated library system, especially in an academic library. Experience with an ERM system.
License/Certification		

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

## POSITION SUMMARY

The **Electronic Resources (ER) Librarian** coordinates the acquisition, access, administration, support, and evaluation/monitoring of electronic information resources under the supervision of the Associate Director (AD) for Library Technical Services. This position works collaboratively with library staff to develop, catalog, and maintain the electronic resources collection for Neumann Library. 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 Library Digital Services, and the Systems Coordinator in the performance of the electronic resources management duties. The ER Librarian stays abreast of current trends and new technologies for managing electronic resources and advocates for their adoption when appropriate.

Duties and responsibilities

% Time

Maintains Serials Solutions and other electronic resource management tools.	25
Keeps librarians up-to-date on new electronic resource market products. Sets up trials and training sessions; maintains vendor relations to gather information. Negotiates license agreements, places database orders, and maintains files of authorizing signatures for each database purchase. Serves on library and university committees. Other duties as assigned.	20
Funnels network and hardware problems to the Systems Coordinator, webpage problems to the AD for Library Digital Services, selection and training issues to the AD for Public Services, and handles subscription and database problems.	15
Provides catalog access to databases, electronic journals, and ebooks.	15
Consults with subject librarians to acquire electronic resources. Registers and maintains journal access with vendors, publishers, and subscription agent. Participates in collection development as a subject selector; weeds the general collection in the appropriate subject area.	15

Gathers monthly usage statistics for databases and electronic journals and provides annual report of databases owned and their usage statistics.	10
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*This position description describes the general qualifications, duties and responsibilities of work being performed.*