

**JOB INFORMATION**

Effective Date	10/20/2021
Job Code:	2926
Job Title:	Electronic Resources Librarian
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Library
Job Family:	Library
Job Summary	The Electronic Resources Librarian assists with the acquisition, access, administration, support, and evaluation/monitoring of electronic resources under the supervision of the Associate Director (AD) for Technical Services. This position works collaboratively with library staff to develop and maintain the electronic resources collection for Neumann Library. Monitors vendor agreements for electronic resources, and also works closely with library vendors and the legal department during contract negotiations. Assists with verification and troubleshooting of access to electronic resources as well as gathering data and performing tasks for routine renewals and special projects. Must stay abreast of current trends and new technologies for managing electronic resources and advocates for their adoption when appropriate.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/Preferred	
Master's Degree	of Library Science (MLS) from an American Library Association (ALA) accredited program	Required	

## Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	of related work experience in electronic resources management, technical services, or cataloging	Required	
Less than 3 yrs	Experience with an integrated library system in academic library	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Negotiates pricing and license agreements for new and existing electronic resources. Responsible for monitoring the licensing for library electronic resources, ensuring timely contract renewals. Assist with reviewing of terms and conditions for vendor agreements, and construct contracts.	20%
• Maintain vendor relations. Sets up trials and training sessions. Handles database and subscription problems. Serve as a liaison between vendors and UHCL legal, monitoring contract negotiations to completion of agreements.	20%
• Work closely with technical services colleagues in maintaining and providing access to electronic journals; register database and journal access with vendors, publishers, and subscription agents. Assist in serials review projects and annual subscriptions.	10%
• Verify access to electronic resource links in our collection. Track the transfer of online subscriptions from one publisher/platform to another, or in and out of online packages. Track title changes.	10%
• Assist with troubleshooting access issues for electronic resources. Assist with maintaining subscription and vendor spreadsheets. Assist with compiling usage statistics.	10%
• Add new data and perform routine maintenance of electronic resource in various library management systems.	10%
• Consult with subject librarians to acquire electronic resources.	5%
• Keep librarians up-to-date on new electronic services.	5%
• 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.	5%
• Serves on library and university committees. Others duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description