QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Information Resources Librarian

Unit/Library: Information Resources

Term: Continuing appointment

Date: March 2022

Description:

Reporting to the Head of Information Resources (IR) at Queen's University Library, and as one of two Information Resources Librarians in the unit, the incumbent provides forward looking, transformative management of all library print and electronic acquisitions and related systems, assessment, and business processes.

The Information Resources Librarian is responsible for acquiring print and electronic materials that support the university's teaching, learning, and research and works closely with the library's Metadata & Discovery Librarians to ensure excellent discoverability, and access to, these same resources. Informed by their knowledge of tools, best practices, and trends, the Information Resources Librarian supervises a team of technicians responsible for services related to all aspects of print and electronic acquisitions. The Information Resources Librarian provides direction in the division and the wider library by developing, implementing, and evaluating acquisitions strategies, policies, and procedures; contributing to the library's overall collection development strategies; coordinating and participating in projects to support library needs; representing the library's interests with consortia and vendor partners; and supporting the library in aligning our work with the University's anti-racism, diversity, and inclusion priorities, and Truth and Reconciliation efforts.

Duties

As one of two Information Resources Librarians in the unit, works closely with their counterpart, colleagues in IR, Discovery and Technology Services (DTS), library faculty units, and other divisions/units of the library, the Information Resources Librarian will play a key role in developing and implementing acquisitions strategies and resources for the library, including:

- Leads and coordinates the full range of library acquisitions functions and services by developing, implementing, and evaluating related strategies, policies, and procedures
- Develops and maintains expertise with the acquisitions, assessment, and budget (acquisitions and trust/endowment) management functionality of the library's library service platform and the university's procurement and financial reporting systems; provides support and recommendations for optimal use of the library service platform and relevant applications and integrations in collaboration with the DTS team.
- Proactively shares and disseminates information with colleagues across the library system.
- Leads technicians responsible for services related to all aspects of information resources acquisition

- Participates actively in divisional initiatives and projects within the Library, the University, our consortia, and professional organizations regarding issues in acquisitions, collection development, assessment and the development of related tools and services, as appropriate.
- Co-leads the training and skills development of technicians and develops collaborative practices to support their success in their roles.
- Contributes to the training of librarians and staff involved in collection development
- Contributes to a culture in the library where diversity, equity and inclusion are valued and recognized. Contributes to open and welcoming spaces, collections and experiences for faculty, staff, students, and visitors.
- Maintains current knowledge of the trends and issues in higher education, with a focus on emerging technologies related to acquisitions, collection development, and assessment.
- Participates in academic and/or professional development, and service to the university, profession, or community, as outlined in the Queen's University – QUFA collective agreement.

Qualifications:

Required:
- An ALA (American Library Association) accredited M.L.S./M.L.I.S. degree or equivalent degree
- Relevant experience in library information resource collection development, preferably in an academic environment
- Experience working with academic information resources vendors and publishers
- Experience working with consortia
- Demonstrated experience with interpreting and negotiating contracts and licenses for information resources, ideally in an academic context
- Demonstrated experience with the assessment of information resources and collections through robust data analysis
- Demonstrated experience working with complex budgets; budget analysis and reporting; working with central financial services staff
- Experience with utilizing/managing library systems and associated tools
- Experience with web-based applications and ability to engage with new technologies
- Knowledge of current issues and trends in physical and electronic resource acquisitions, metadata management, and discovery
- Excellent interpersonal, organizational, oral, and written communication skills
- Strong service philosophy and a commitment to effective user experience
- Demonstrated commitment to diversity, equity, and inclusion and/or experience serving diverse populations of users.
- Excellent organizational and project management skills, including the ability to: initiate, organize, and follow through on priorities; work independently and as part of a team; take responsibility for following up on unresolved issues; take responsibility for appropriate communications
- Demonstrated analytical, technical, and troubleshooting skills
    - o Demonstrated advanced problem-solving skills and orientation, demonstrating flexibility, initiative, and drive to tackle issues and bring them to successful conclusion
    - o Strong skills with standard office tools including Microsoft Excel

- A high degree of computer literacy, with a demonstrated ability to analyze and solve technical challenges
- Demonstrated management and supervisory skills to oversee and develop a team, and experience in training and staff development; ability to embrace change, think creatively, and work independently, with appropriate consultation.

Preferred:
- Advanced knowledge of the scholarly communication landscape
- Experience with Ex Libris Alma and Primo VE
- Understanding of the Canadian university libraries consortial landscape with respect to the acquisition of physical and electronic resources, and access and discovery
- Experience with the use of LEAN process management and process improvement tools and techniques
- Experience managing the complete information resource lifecycle from acquisition to deaccession
- Advanced experience analysing data and using data analytics tools, preferably in the support of information resource assessment
- Advanced financial management and analysis skills, preferably related to higher education
- Experience with purchasing and procurement rules, regulations, and best practices, preferably related to an academic setting
- Experience in supporting acquisitions processes of Archives and Rare Books and Special Collection
- Experience with cataloguing and metadata
- Demonstrated skills with scripting languages and/or tools for data manipulation and visualization (e.g., OpenRefine, Python, Tableau, etc.)
- Aptitude for learning new technologies and standards.
- Commitment to and/or demonstrated high quality academic and/or professional development.