

USC Libraries

**Collections Librarian (#336)
(Contract Position)
University of Southern California
Requisition ID: P01484885**

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented librarian to join the Collections team as a Contract Librarian. Reporting to the Head, Resource Sharing and Collection Assessment Librarian, the Collections Librarian will assist in the operations of the Collections Division including assessment, acquisitions, E-Resources, resource sharing, electronic resource management, and in the operations of the Grand Ave. Library.

This position requires a commitment to developing student-focused services and a combination of skills and confidence that will contribute to the transformation of instruction, outreach, reference, and collections at USC Libraries. We seek candidates motivated by a passion to develop transformative library services and invested in the future of librarianship. The successful candidate is expected to be creative in identifying and solving problems within a collegial and collaborative environment. The successful candidate must be knowledgeable of current relevant library and scholarly information trends and practices, and be able to apply this understanding to make a significant, positive impact on the USC community. Duties include weekend and evening hours.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

The University of Southern California is one of the world's leading private research universities. An anchor institution in Los Angeles, a global center for arts, technology, and international business, USC's diverse curricular offerings provide extensive opportunities for interdisciplinary study, and collaboration with leading researchers in highly advanced learning environments. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages students to cross academic as well as geographic boundaries in their pursuit of knowledge. For more information, visit www.usc.edu.

USC LIBRARIES

The USC Libraries actively support the discovery, creation, and preservation of knowledge. We develop collections and services that support and encourage the academic endeavors of faculty, students, and staff; value serving a culturally diverse community; build a community of critical consumers of information; and help develop engaged world citizens. Through these means, we contribute to the continued success of the University of Southern California. The USC Libraries includes the Doheny Memorial Library and fourteen specialized libraries with an operating budget of approximately \$41 million. Through an active outreach program librarians and staff at USC Libraries conduct orientations, workshops, and instruction sessions that reach thousands of undergraduate and graduate students annually. For more information, visit libraries.usc.edu.

RESPONSIBILITIES AND DUTIES

Reporting to the Head, Resource Sharing and Collection Assessment Librarian, the Collections Librarian will assist with:

- Providing analysis and issuing reports related to acquisitions usage data
- Monitoring demand-driven acquisitions (DDA) plans
- Conducting research on/and developing training modules on digital humanities and scholarly communications topics
- Working with subject selectors in various capacities
- Liaising with Acquisition/Serials and Cataloging departments
- Organizing vendor meetings and trials for various electronic resources
- Monitoring acquisitions approval plans
- Processing acquisitions cancellations
- Participating in pre- and post-ILS migration data management and cleanup
- Processing library gifts and book donations
- Managing Grand Library daily operations related to Collections
- Participating in library and other committees as assigned, and other duties as assigned
- Engaging in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the Collections unit, and advance the USC Libraries' strategic plan and the University's strategic vision.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications: MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC. In addition, candidates must provide examples of:

- A strong commitment to collections and/or technical services within an academic or research library setting
- Ability to manage multiple priorities and meet deadlines
- Effective oral and written communication skills
- Experience independently and collaboratively solving problems
- Knowledge of current professional trends, especially those relating to collection development and collection assessment.

Desirable qualifications:

- Professional experience in collections and/or technical services
- Knowledge of library publishers and vendors
- Experience managing projects in a library, academic, or information environment
- Engagement in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the provision of service to the USC community.

FACULTY APPOINTMENT RANK/SALARY

Rank: Contract Librarian

This position is full-time on a fixed-term, six-month, non-continuing appointment contract, renewable as needed. Salary commensurate with experience and qualifications.

BENEFITS

Benefits include a choice of retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents). For more information about benefits see: benefits.usc.edu

APPLICATION PROCEDURE

Applications must be submitted via USC's online faculty application website:
<http://jobs.usc.edu/postings/80403>

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), and 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee.

Closing date for applications: Until filled.

For more information about this position, contact Caroline Muglia, Chair of the Search Committee, at muglia@usc.edu.

USC is an equal-opportunity educator and employer, proudly pluralistic and firmly committed to providing equal opportunity for outstanding persons of every race, gender, creed and background. The university particularly encourages members of underrepresented groups, veterans and individuals with disabilities to apply. USC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Further information is available by contacting uschr@usc.edu.

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