

# USC Libraries

**Head, Acquisitions & E-Resources (#317)**  
**University of Southern California**  
**Requisition ID: P01461826**

## **POSITION SUMMARY**

The University of Southern California (USC) Libraries seek an experienced, service oriented information professional to head the Acquisitions & E-Resources Section of the Collections Division. Reporting to the Associate Dean for Collections, the Head is responsible for the overall management of Serials Acquisitions, Monographic Acquisitions, and Electronic Resources, including management of the ordering and receipt of materials in all languages and formats, approval of invoices and the expenditure of regular and restricted funds for a multi-million dollar budget. The Head manages two unit supervisors; the Section has a total of eleven staff. The Head is responsible for ensuring that accurate records are maintained and best acquisitions practices are followed, that acquisitions areas are responsive to their varied clientele, that appropriate statistics are kept and that required reports are made. The Head, sets goals and direction for the Section consistent with those set by the University administration, USC Libraries and the Collections Division. The Head is expected to keep current with professional and scholarly activities, and trends impacting librarianship, acquisitions, and electronic resources.

## **THE UNIVERSITY OF SOUTHERN CALIFORNIA**

Located in Los Angeles, a global center for arts, technology and international trade, the University of Southern California is one of the world's leading private research universities. USC enrolls more international students than any other U.S. university and offers extensive opportunities for internships and study abroad. 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, see <http://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; 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 \$46 million. Library collections encompass over 4 million volumes, 5.8 million microforms, 3.1 million images, 49,100 linear feet of manuscripts and archives, with access to over 97,700 serials in print and electronic formats, and nearly 366,000 e-books. For more information, see <http://www.usc.edu/libraries>.

## **COLLECTIONS DIVISION**

The department includes four sections including Collections Strategy & Management, Acquisitions & E-Resources (Serials and Monographs), and Cataloging (Original & Language, Serials & Special Formats).

## **RESPONSIBILITIES AND DUTIES**

Reporting to the Associate Dean for Collections, the Head will:

- Manage and provide strategic leadership to the staff of the Acquisitions & E-Resources Section;
- Work with other library staff and faculty to evaluate, select, and deselect materials in all media;
- Coordinate the selection and acquisition of electronic resources based on the lifecycle of e-resources, and liaise with the subject specialist librarians on acquisitions and e-resources issues;
- Review and negotiate license agreements with publishers/vendors;
- Provide direction in the collection, storage, and dissemination of usage statistics for all licensed online resources;
- Track developments of new and changing print & online services and resources;
- Ensure the efficient and effective workflow of the acquisition of library resources in all formats (electronic, print, multimedia, etc.);
- Oversee all aspects of the order and receipt workflows;
- Internally manage serial price increases and generate vendor reports;
- Assist in negotiating cost/funding issues with library selectors and external partners;
- Coordinate and oversee the maintenance of all library technologies that support acquisitions and e-resource management;
- Work effectively with the report module of the integrated library system (Sirsi), the electronic resources management system (Serials Solutions), discovery system (Summon), and other modules such as serials control as well as any successor ILS system that may be adopted;
- Interact with the Acquisitions units in the Health Sciences Libraries and the Law Libraries on matters of mutual interest;
- Capacity for creative problem-solving and suggesting innovative solutions in managing the work of the Section;
- Participate in library planning, assessment, and evaluation;
- Collaborate with other staff in peer training and staff development.

The successful candidate is expected to be current on relevant library and scholarly information trends and practices. This knowledge must be applied to produce a significant, positive impact on the Collections Division, as well as advance the USC Libraries' and the University's strategic plans.

## **EXPERIENCE AND QUALIFICATIONS**

**Minimum qualifications:** An MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC and;

- Three or more years' experience in a supervisory role in a large academic or research library acquisitions department or similar experience;
- Demonstrated knowledge of core skills, including e-resource acquisition and management, automated bibliographic systems, serials control, and approval plans;
- Knowledge of relevant library and scholarly information trends and practices;
- Excellent interpersonal and team collaboration skills; ability to work both independently and as a team member on a variety of simultaneous projects;
- Demonstrated aptitude for detail oriented work, including strong analytic and problem solving skills;

**Desired qualifications:**

- At least five years' experience as a manager, preferably in both a large academic or research library acquisitions department and an academic or research library electronic resources department;
- Experience with reviewing, negotiating, and processing licenses;
- Knowledge of copyright, intellectual property, and fair use as it pertains to e-resources;
- Demonstrated experience in assessing and recommending systems for managing acquisitions processes and operations;
- Established ability to deal with change, ambiguity and complex problems and to understand relationships between multiple library systems;
- Strong working knowledge of the cataloging or acquisitions module of an integrated library systems, OpenURL link resolvers, e-resource knowledge bases, collection assessment tools, and financial services software packages;
- Experience in implementing guidelines with rigor, accuracy, and thoroughness;
- Proven ability to manage multiple priorities and meet deadlines;
- Superior ability to communicate both verbally and in writing;
- Ability to communicate with, and relate to, an ethnically and culturally diverse campus community;
- Fluency in a non-English language.

## **FACULTY APPOINTMENT RANK/SALARY**

**Rank:** Open

Continuing appointment track, rank and salary commensurate with experience and qualifications. Librarians at USC have faculty status. Appointment to the Continuing Appointment track requires the potential to meet the University's requirements for the granting of continuing appointment, which in turn requires demonstrated excellence in librarianship and substantive and continuing contributions to the profession. For more information on Guidelines on Criteria and Qualifications for the Appointment, Promotion and Continuing Appointment of Librarians on the Continuing Appointment Track, see: [http://www.usc.edu/libraries/about/faculty/documents/Criteria\\_document07152008.pdf](http://www.usc.edu/libraries/about/faculty/documents/Criteria_document07152008.pdf)

## **BENEFITS**

This position is full-time on a 12-month contract. 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: <http://www.usc.edu/dept/Benefits/>.

## **APPLICATION PROCEDURE**

Applications must be submitted via USC's online faculty application website: To apply for this position visit: <http://jobs.usc.edu/postings/60368>.

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1). A cover letter 2). Full curriculum vitae (including telephone and e-mail address), 3). The names, addresses, telephone numbers, and e-mail addresses of at least three references.

Closing date for applications: March 1, 2016

For more information about this position, contact Search Chair, Chair, Search Committee, at [jmcdonald@usc.edu](mailto:jmcdonald@usc.edu).

The University of Southern California values diversity and is committed to equal opportunity in employment.

USC is an EO/AA Employer.

Revised: 1/5/16