

RESOURCE MANAGEMENT LIBRARIAN

The Sandor Teszler Library at Wofford College invites applications for the position of Resource Management Librarian.

Reporting to and working directly for the director of library collections, discovery and access services, the resource management librarian provides leadership, vision and expertise on initiatives that enable effective discovery of and access to library resources of all types. The individual ensures that library systems and applications are well maintained and meet the needs of library users. In collaboration with departmental staff, this individual contributes to the accuracy and quality control of bibliographic records, and they develop and maintain documentation of processes and procedures. The individual participates in shared problem-solving and decision-making. This position also participates in the library's personal librarian program.

RESPONSIBILITIES:

Core responsibilities include, but are not limited to the following:

- Assists in the deployment, testing, configuration and maintenance of library system software, including the library services platform (LSP), databases and third-party applications and tools used for resource discovery.
- Troubleshoots and resolves library systems and applications problems.
- Creates and monitors automated vendor processes such as bibliographic record loads and data exchange, as well as coordinating, communicating and troubleshooting the processes with vendors and colleagues as needed.
- Contributes to metadata creation, processing and maintenance for library resources in all subjects, formats and languages.
- Performs bibliographic maintenance activities to ensure database quality and accuracy.
- Participates in the personal librarian program providing research services, instruction and student support, primarily for first-year students.
- As a liaison to academic departments or programs, initiates and builds relationships through outreach and engagement in the college community and contributes to the development and management of collections (primarily selection and deselection recommendations) in anticipation and support of teaching, learning and research needs.
- Serves on library committees and task forces as needed.
- Engages in professional development and scholarship opportunities and remains current on emerging trends and best practices related to library technology and resource discovery.

QUALIFICATIONS:

Candidates must hold an ALA accredited master's degree or an equivalent degree. A second post-baccalaureate degree, or similar proof of advanced study, is preferred, but not required. In addition, candidates must possess at least two years of experience with supporting the lifecycle of electronic resources and/or LSP maintenance. An understanding and knowledge of metadata management procedures and principles, including at least two years of experience using MARC/Dublin Core, LC classification and LCSH are also required.

THE LIBRARY AND THE COLLEGE:

The Sandor Teszler Library prides itself in taking a user-based approach to services and is in the midst of a complete renovation that is transforming the 50-year-old award-winning facility into the college's academic commons. The library provides access to more than 600 million items, including print and digital books as well as journals and streaming media. Additionally, the library offers access to dozens of databases focused on disciplines across the curriculum. The library is a member of PASCAL, South Carolina's academic library consortium, which provides shared access to print and electronic collections among all the state's institutions of higher education. Also housed in the library are the Wofford College Archives and the records and historical materials of the South Carolina Conference of the United Methodist Church. The library's Special Collections houses approximately 6,000 volumes of books, manuscripts, ephemera and artifacts dating from the 16th through the 21st centuries. The library's web site (www.wofford.edu/academics/library) provides access to our full range of services and resources.

APPLICATION

Applicants should email a resume, cover letter and the names and contact information for three professional references to April Grey, search committee chair, at greyae@wofford.edu. Review of applications will commence on Dec. 15, 2019 and continue until the position is filled.