

Carleton College
One North College Street
Northfield, MN 55057

Laurence McKinley Gould Library

507-646-4261

Periodicals / E-Journals Librarian (or Specialist)
[Search extended]

Carleton College seeks an energetic and innovative individual to lead our periodicals operation into the future. We need someone with a thorough understanding of traditional periodicals standards/practices for the everyday work of managing periodicals in all formats and one who is also excited about working with others to explore and develop new ways to approach the description, access to, and presentation of continuing resources – particularly e-journals. In particular, this person will implement and manage our new open-URL linking tool and will work closely with colleagues at St. Olaf College on serials issues in a shared catalog.

Carleton College is ranked among the top liberal arts colleges in the U.S. In the last six years the staff of Gould Library has grown by six FTE positions. We have received recent Mellon Foundation and other grants for information literacy, collection building, and integrated library system development. In 2004, Carleton and St. Olaf College formed the Bridge Consortium and merged their Innovative Interfaces library systems to provide more seamless access to resources for students and faculty at both colleges. Staff from both schools now work together collaboratively on shared catalog issues.

Carleton's location in Northfield, a town of 17,000, provides the best of small town living, just a short drive (40 miles) south of metropolitan Minneapolis/St. Paul. St. Olaf College, another premier liberal arts college, known world-wide for their music programs, is just one mile from Carleton. Events at the colleges and through community organizations offer a lively intellectual and cultural environment year-round.

Purpose of position: The Periodicals / E-Journals Librarian (or Specialist) is a member of the Technical Services Department, and contributes to accomplishing departmental goals which include acquiring needed resources in a timely and economical manner, and efficiently organizing and presenting library collections. Provides leadership, expertise, and management relating to: acquiring, managing, providing access to, and fiscal accounting for periodicals in all formats, with an increasing focus on electronically-delivered serials. Has a high level of personal contact and communicates on a regular basis with other staff and external service providers, including serial publishers, vendors, content providers and technology suppliers. Scans the information landscape to identify promising new approaches to the management, organization and delivery of serials content. Serves as a resource person for other staff concerning serials issues. Participates in evolving the library's capabilities to describe, organize and provide effective access to an ever-growing, constantly-changing range of information resources. Collaborates with other departmental, library and college staff to plan, implement and evaluate new programs and/or services. Works closely with the Periodicals Assistant, Acquisitions Associate, Cataloging staff and Collection Development staff. Because Carleton shares an integrated library system (ILS) with St. Olaf through the Bridge Consortium, this person also works with St. Olaf staff on serials issues. Participates in departmental, library, college and consortia committees/meetings.

Minimum required qualifications: Bachelor's degree. ALA-accredited MLS or demonstrated equivalency through experience & training. Minimum of two years experience working in a library or other highly relevant environment. Proficiency with an integrated library system, online library catalogs, print and online verification/research tools. Copy cataloging experience, including demonstrated knowledge of OCLC searching and MARC formats. Proficiency with PCs and standard office software for word processing, spreadsheet, database programs, and web searching/authoring skills. Very strong organizational skills. Flexibility to cope positively with a rapidly-changing work environment. Ability to incorporate new technologies and innovations into existing operations. Demonstrated initiative, sound judgment, intellectual curiosity, and desire to learn. Outstanding oral and written communication and problem solving skills. Excellent interpersonal skills. Ability to work cooperatively and creatively with others, both inside and outside the organization. Strong service orientation.

** The educational qualifications of the person hired will determine whether the title is Librarian or Specialist.*

Terms of appointment: Position is available April 2005. Full-time, year round, including academic breaks. Competitive salary. Excellent benefits package, including Carleton health benefits, paid vacation and sick days, TIAA-CREF, flex accounts, etc.

To apply: Review of applications will continue until position is filled. Send letter of interest, resume and contact information, including names, addresses, email and phone numbers for three professional references to Carleton College, Human Resources, One North College St, Northfield, MN 55057. For a full job description and more information on Carleton and the Library, visit our website <http://www.carleton.edu/campus/library/> For information on the Northfield community, visit <http://www.northfieldchamber.com/index.html>

Carleton College is an equal opportunity employer committed to excellence through diversity.

4-22-05

If you would like to discuss this position at IUG, please leave a message for me along with your contact information. Options:

- 1. Conference message board. I will check for messages regularly and post message replies there regarding when and where we can meet. This may be the fastest way for us to connect.**
- 2. Leave a message on my hotel phone at the Hilton SF. I will be checking this less frequently.**

**Carol Eyler
Head of Technical Services
Carleton College Library
Northfield, MN 55057**