

Kent State University seeks an energetic and self-motivated librarian to join the Serials and Electronic Resources Department in Libraries and Media Services. This position reports to the Head, Serials and Electronic Resources Department.

Title: Serials Librarian

Organization: Kent State University

Department: Libraries and Media Services

Location: Kent Campus

Environment: The Kent State University Libraries have a collection of over 2 million volumes and hold membership in the Association of Research Libraries and the Center for Research Libraries. Kent State University is a founding member of OCLC and of OhioLINK (<http://www.ohiolink.edu>), Ohio's statewide information system.

Salary: \$40,333 with full benefits

Position Type: Term Faculty. Annually renewable depending on funding availability.

Rank: Instructor

Duties and Responsibilities:

1. Assists the Department Head on projects involving the management of both print and electronic serials.
2. Performs a variety of duties relating to serial records in the library's automation system including work with order, check-in, and bibliographic records.
3. Assists in the maintenance of license agreements and related files including summarizing information concerning access restrictions within the library's automation system.
4. Works to facilitate access to electronic materials.
5. Updates and maintains linking mechanisms for electronic records in local e-journal portal (Serials Solutions), link resolver (OLinks) and library automation system records (III Millennium).
6. Works to provide and improve access to journals in all formats.
7. Participates in resource linking/access activities and projects.
8. Assists in serials cancellation and weeding projects.
9. Assists Department Head in license review and negotiation.
10. Establishes and monitors access to electronic resources.
11. Researches and troubleshoots reports of unavailability of online access.
12. Communicates with publishers and vendors on behalf of the Library.
13. Develops policies, procedures and documentation.
14. Participates in departmental planning and decision making.
15. Identifies ways to streamline workflow.
16. Participates in special activities and projects as assigned.
17. Performs other duties as assigned.

18. Embodies the highest professional standards.

Required Qualifications:

1. ALA-accredited MLS, MLIS, or MS in Library Science.
2. Minimum one-year professional library employment.
3. Experience in the technical procedures of acquiring, processing, or providing access to serials and electronic resources.
4. Excellent communication and interpersonal skills.
5. Ability to use judgment and exercise initiative with strong analytical and problem-solving skills.
6. Ability to balance priorities, meet deadlines and prioritize work.

Preferred Qualifications:

1. Experience troubleshooting access problems with serials and electronic resources.
2. Familiarity with OCLC, CONSER Documentation, and MARC21 and MFHD formats.
3. Experience with an integrated library system such as Innovative Interfaces Inc. (III).
4. Experience reading, negotiating, or managing license agreements for serials and electronic resources.
5. Familiarity with trends in the field of electronic resources and serials management.
6. Ability to organize work independently and to perform complicated tasks with minimal supervision.
7. Ability to demonstrate flexibility and initiative in carrying out assignments.

Submit: A letter of application addressing the required qualifications, curriculum vita, and the names, addresses, and telephone numbers of three (3) professional references.

Contact: Emily Hermon, Senior Business Manager, Libraries & Media Services, Kent State University, P.O. Box 5190, Kent, OH 44242-0001. Electronic copies of application materials (.pdf format preferred) will be accepted at ehermon@kent.edu. Please do not paste your application materials into the body of your e-mail.

Application Deadline: May 8, 2006

Start Date: July 1, 2006