



# UNIVERSITY LIBRARIES

**Title:** Head, Continuing Resources and Database Management  
**Category:** Faculty  
**Department:** Collection Services  
**Benefits:** 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays  
Tuition Remission, Health, Dental, Vision, and Prescription

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university's ascendancy in academic excellence.

With collections including 4 million volumes and more than 40,000 serials subscriptions, the University of Maryland Libraries allocate 75 percent of its materials budget to electronic resources. Maryland ranks 39<sup>th</sup> among the 115 member libraries of the Association of Research Libraries and has an operating budget of \$23.7 million. The University of Maryland Libraries benefit from being situated geographically within minutes of the nation's capital and its departments, agencies, and research centers.

## NATURE OF POSITION

The Head of Continuing Resources & Database Management has four main areas of responsibility: (1) Obtaining, making discoverable, and managing the lifecycle of continuing resources in various formats for the University of Maryland Libraries, (2) Maintaining records in various systems for Libraries collection materials for the purposes of inventory control, bibliographic control, and facilitating discovery, and (3) Providing customer service to Libraries users (whether internal or external) regarding questions of access to, or description of, Libraries Collections materials. Reporting to the Director of Collection Services, this position heads one of the four departments within the sub-division. Develops innovative strategies and work methodologies, continuously evaluating work methods and workflows in light of new supporting services, financial opportunities and technological advancements. Promotes and fosters partnerships with other library colleagues involved in collection development, budgeting, cataloging, resource discovery and access, and resource preservation. Working closely with the Head of Acquisitions and Data Services and the Collection Development Strategies unit, this position has responsibility for the Libraries' \$9 million continuing resources budget, providing data for the Director of Collection Services and the Collection Development Strategies unit on budget administration and analysis. Oversees a department of 7.5 FTE staff including professional librarian(s), exempt staff, non-exempt staff, and a .5 FTE graduate assistant, establishing staff goals and objectives and measuring staff performance. As a department head, works directly with departmental staff to plan, develop, and implement ongoing activities and special projects and to establish departmental goals and objectives. Provides leadership through active participation on committees at the department, division, Libraries, University and consortium level as well as within the profession.

## QUALIFICATIONS

- Must have a thorough knowledge of serials and acquisitions practices, including knowledge of basic cataloging and bibliographic principles for serials, knowledge of serial/electronic resource management issues and emerging trends and knowledge of publishing trends, book and subscription trade.
- Must have the ability to manage projects and a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints.
- Demonstrated ability to communicate clearly, both orally and in writing.
- Demonstrated ability to solve problems analytically, and to work collaboratively in diverse environments in order to achieve goals.
- Must possess a strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions.

## EDUCATION

**Required:** Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree

**Preferred:** Second graduate degree

## EXPERIENCE

### Required

- Three or more years of serials or acquisitions experience in an academic or research library, at least one of which was spent as a professional librarian.
- Experience with automated acquisitions systems and automated library systems in an academic research library.
- Experience with project and data management, familiarity with Excel spreadsheets and project management tools.
- Experience with electronic resources management, including troubleshooting access problems.

### Preferred

- Five years of relevant, progressively responsible, professional experience in a mid- to large-size academic or research library, at least two of which must have been in an acquisitions or continuing resources unit.
- Experience with the e-resource lifecycle, including licensing, acquisition, assessment, and post-cancellation rights management.
- Experience with cataloging standards and trends.
- Experience with managing organizational change; maintaining a systematic perspective, working collaboratively with others to implement new ideas or innovative approaches
- Two or more years of demonstrated management, supervisory, and leadership skills.
- Experience with system and data migration.
- Experience with consortial relationships and shared print repositories.
- Experience with Ex-Libris' Aleph integrated library system.
- Experience with developing, implementing, or using ERMs, Discovery Services, or Library Services Platforms (LSP's).
- Demonstrated record of contributions to the profession in service and scholarship.

For the full position description and faculty requirements, please go to <http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions>.

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Applicant must meet the Libraries' requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: <http://www.president.umd.edu/policies/2014-ii-100b.html>.

**APPLICATIONS:** Electronic applications required. Please apply online at <https://ejobs.umd.edu/postings/75651>. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until **2/12/2020**.

*The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for*

*employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.*

FACULTY REQUIREMENTS: This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self-directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult: <http://www.president.umd.edu/policies/2014-ii-100b.html>