

Acquisitions and Collection Management Librarian – Assistant Professor

The University Libraries at The University of Toledo (UToledo), which includes the William S. Carlson Library, the Raymon H. Mulford Health Science Library, and the Ward M. Canaday Center for Special Collections, invites applications for the position of Acquisitions and Collection Management Librarian. This position will be responsible for collection management of physical and electronic monograph formats for The University Libraries, coordinating the acquisition, assessment, selection, and maintenance of resources in all subject areas and for all library collections. Core duties will also include the management of general collection funds and endowments and the maintenance of the physical collection. This position will work closely within The University Libraries and with other campus units to develop, coordinate, and maintain collections and coordinate collections budgets for The University Libraries. This position is also responsible for liaison activities with one or more academic departments. These activities include outreach, research consultation, and collection development. In addition, this position has scholarship and service responsibilities required for fulfilling tenure standards of The University Libraries. These responsibilities include publications, presentations, and various levels of professional service.

DUTIES AND RESPONSIBILITIES

Librarianship

- Provides leadership in the overall management of non-continuing physical and digital resource collections, including the coordination of selection, deselection, and other collection management projects.
- Coordinates monograph acquisitions, including supervision of staff who place orders, pay invoices, and receive shipments.
- Manages monograph collection budgets in coordination with the Electronic Resources Librarian and the Director of Collection Services.
- Oversees invoice processing for print and electronic acquisitions.
- Coordinates and guides the collections activities of subject librarians. Develops and implements training programs related to collection management.
- Assesses the collections and makes informed decisions based on data analysis in coordination with the Electronic Resources Librarian and the Director of Collection Services.
- Oversees the routine maintenance of and the overall management of the physical book collections, including the coordination of de-selection and shifting projects.
- Works with colleagues and other units in The University Libraries to promote the collections and collections-related activities.
- Establishes and maintains effective relationships with publishers and vendors in coordination with the Electronic Resources Librarian.
- Manages and provides stewardship for The University Libraries gifts and endowments related to collections. Evaluates inquiries about gifts-in-kind or donations for library collections.

- Cultivates a strong collaborative relationship with all library units that build and maintain digital and physical collections.
- Assists in compiling collection content and expenditure analyses for surveys and accreditation reports and annual unit assessment reports for the University's Office of Assessment.
- Maintains an awareness of the trends and issues affecting acquisitions and collection development and management.
- Serves as liaison to one or more academic departments with responsibility for outreach, instruction, research consultation, collection development, and development of learning materials.
- Develops and maintains library guides and other online self-directed learning materials for unit and outreach areas.
- Participates in reference services, including in-person, phone, chat reference, and on-call.
- Participates in projects, strategic planning, and other library-wide initiatives.
- Performs other related duties as assigned.

Research, Scholarship

- Develops an active research agenda to meet the requirements of tenure and promotion.
- Publishes peer-reviewed articles, presents at professional conferences, and produces other forms of scholarship.

Service

- Serves on library, college, and university committees.
- Serves the professional community.

REQUIRED QUALIFICATIONS

- Master's Degree in Library and Information Science from an ALA accredited school or earned doctorate in a relevant field from an accredited university.
- Experience with collection management.
- Experience in several of the following areas: budgeting, finance, licensing, and procurement operations.
- Strong customer service focus.
- Demonstrated understanding and appreciation of diversity and the importance of inclusion as shown by a commitment to apply and incorporate the differences, complexities, and opportunities that diversity brings to an organization.
- Demonstrated potential to meet university and library criteria for tenure and promotion, including scholarly presentations and/or publications and service.

PREFERRED QUALIFICATIONS

- 3-5 years of experience in academic research libraries.
- Knowledge of scholarly communication and the research enterprise.
- Supervisory and managerial experience.

- Experience working in a consortial environment.
- Working knowledge of Innovative Interfaces' Sierra ILS, OCLC, and related systems.

POSITION TYPE & SALARY

- Twelve-month, full-time, tenure-track faculty represented by the American Association of University Professors (AAUP).
- Applicants are expected to show potential in professional and scholarly achievement and will be hired at the rank of Assistant Professor with a minimum \$66,000 starting salary, depending on qualifications and experience.

APPLICATION

- Applications accepted until position is filled and should include cover letter, CV, and references.
- Please apply by 2/15/2021 for full consideration.
- Please apply at <https://utoledo.csod.com/ux/ats/careersite/5/home/requisition/2444?c=utoledo>
- Anticipated start date of July 1, 2021.

The University of Toledo Libraries

The College of University Libraries includes the recently renovated William S. Carlson Library on the Main Campus, the Raymon H. Mulford Library on the Health Science Campus, and the Ward M. Canaday Center for Special Collections in the Carlson Library. The University Libraries has 20 faculty members and 32 staff members. We are a founding member of the OhioLINK library consortium, a statewide network of 120 academic libraries plus the State Library of Ohio.

The University of Toledo

Founded in 1872, The University of Toledo is one of 14 public universities in Ohio. It currently has an enrollment of approximately 20,600 students (16,200 undergraduate and 4,400 graduate). UToledo is a comprehensive research university comprised of 14 academic colleges and an academic medical center. It offers more than 120 undergraduate majors and more than 150 professional and graduate programs, providing students with a wide array of career paths and specializations. Many of its programs are nationally ranked. UToledo's 255-acre Main Campus is adjacent to residential neighborhoods, providing a suburban atmosphere while allowing access to cultural and entertainment venues in the city of Toledo. The campus, featuring its iconic bell tower and winding river, is frequently recognized for its beauty. The University's professional health care programs and medical center are located on the Health Science Campus, about a 15-minute drive from the Main Campus.

The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery, and engagement; and to serve as a diverse, student-centered public metropolitan research university. The University of Toledo

aims to be a transformative force for the world. UToledo leadership is focused on strengthening the educational opportunities provided to students, helping ensure student success, and providing a wide array of research and career opportunities. The University's current strategic priorities aim to improve the national standing of the institution and to increase enrollment, retention and student preparedness. Please see <http://www.utoledo.edu/> or https://youtu.be/YfP4o3_d304 for more information.

Toledo, Ohio

Toledo, Ohio is a family-friendly and culturally and religiously diverse city. It was recently ranked by Business Insider as one of the top 25 U.S. cities with the lowest cost of living, with a current rate 22.5% lower than the national average. It boasts a top ranked art museum and zoo, outstanding restaurants and cultural events, a symphony orchestra, live theater venues, a children's science center, a vibrant 20-branch public library system, and an extensive and varied Metropark system. The city is also home to two professional sports teams (baseball and hockey), a motor speedway, golf courses, and its proximity to Lake Erie provides many water-related recreational opportunities. See some Toledo highlights at <https://youtu.be/tyOjp3GsCEM>.

Diversity and Inclusion Statement

The University of Toledo is an affirmative action, equal opportunity employer. The University is dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment and strongly encourages applications from women, minorities, individuals with disabilities, dual-career professionals and covered veterans.

The University of Toledo does not discriminate in employment, educational programs, or activities on the basis of race, color, religion, sex, age, ancestry, national origin, sexual orientation, gender identity and expression, military or veteran status, disability, familial status, or political affiliation. The University of Toledo provides reasonable accommodation to individuals with disabilities.