Assistant Head of Collections for Acquisitions and Licensing

The Assistant Head of Collections for Acquisitions and Licensing is responsible to the Head of Collections for directing and managing the procurement, licensing, discovery, renewal, maintenance, and troubleshooting of electronic resources, including continuing e-resources, user-driven and monographic e-resources, streaming media content, electronic collections, and subscription package purchases. This position provides guidance for e-resource licensing, negotiating agreements between content providers, publishers, and other related service providers in consultation with library and campus stakeholders. They develop and document workflows, processes, and best practices to support the electronic resource lifecycle and manage discovery and administrative metadata for e-resources, including overseeing the creation and maintenance of e-resources records. As Assistant Head, this position is a member of the department’s management team, working closely with department leaders to plan and direct e-resource projects, as well as with colleagues across the Libraries to develop workflows and processes, manage a team of eight, and define priorities and goals.

The UGA Libraries currently uses Ex Libris Alma ILS, EBSCO subscription and discovery services, and OpenAthens for authentication of electronic resources. This position will take an active role in the upcoming ILS migration to FOLIO, with particular focus on making full use of the new electronic resource management system (ERMS) environment. This position will work closely with departmental units for e-resources, acquisitions, and accounting to coordinate staff training and update workflows during the Folio planning and implementation process. This position will also contribute to the UGA Libraries’ participation in statewide partnerships and consortial efforts, such as the GALILEO initiative and GALILEO Interconnected Libraries (GIL), Association of Southeastern Research Libraries (ASERL), Lyrasis, and NorthEast Research Libraries (NERL).

Please consider applying at www.ugajobsearch.com/postings/350476.
Duties & Responsibilities:

• Maintains close relationships and engages in effective negotiation and communication with vendors and publishers. Reviews and negotiates license agreements for continuing and perpetual access e-resources, subscription packages, streaming media, consortial agreements, transformative agreements, open access content, and other / emerging resources in consultation with library stakeholders. Coordinates with department head and Libraries administration to develop strategy for (current and emerging) licensing best practices.

• Works collaboratively with department head to manage the life cycle of the Libraries’ electronic resources, coordinating ordering and renewal of subscriptions and activation of e-resources within the Libraries ILS, including creation of electronic portfolios.

• Manages efficient acquisitions record keeping, licensing, and collections accounting processes across departmental subunits. Provides direction, troubleshooting, and administration for e-resource knowledge base/ERM; renewals and cancellations processes; and statistics and data gathering for licensed and acquired resources. Maintains records of purchase and investigates and resolves problems when needed.

• Collaborates with department head to coordinate efficient and accurate reporting for a variety of cyclical programs, include Libraries’ strategic planning, Libraries’ materials budgeting, annual departmental reviews, Association of Research Libraries (ARL), Association of College and Research Libraries (ACRL), and Integrated Postsecondary Education Data System (IPEDS) reports.

• Works closely with department head to manage materials budget planning and allocations in alignment with Libraries collection strategy and University priorities.

• Supervises three direct reports and five indirect reports. Develops and manages a competent and productive team through effective training, supervision, and delegation. Oversees the day-to-day operations of subunits by refining, developing and implementing effective workflows. Provides leadership and guidance to support a robust electronic resource acquisitions program.

• Maintains awareness of emerging technologies, standards, and technical issues related to the acquisition, licensing, access, and usage of electronic resources.

• Participates in professional development activities across the Libraries/University and in the wider profession, keeping abreast of professional best practices and current and emerging trends in academic libraries and higher education.

• Maintains awareness of developments in copyright policy, open access initiatives, and the scholarly publishing ecosystem.

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Preferred Education, Experience, Licensure, and/or Certification:

• Five years of professional experience in an electronic resources or acquisitions environment.

Minimum Qualifications:

An ALA-accredited Master’s in Library and Information Science or relevant terminal degree.
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Preferred Knowledge, Skills, Abilities and/or Competencies

- Understanding of vendor relations and extensive knowledge of negotiations and site-licensing for electronic resources
- Ability to gather and analyze budgetary and statistical data; Extensive knowledge of acquisitions principles, processes and systems
- Familiarity with project management best practices or the ability to plan, lead and evaluate e-resource systems and workflows
- Knowledge of technical challenges related to online and networked delivery of e-resources
- Ability to assess, develop, and implement technology to promote the successful management of the department
- Ability to work independently, exercise individual initiative, and demonstrate flexibility
- Ability to supervise, train, and work collaboratively to nurture a diverse and inclusive workplace culture.
- Knowledge of FOLIO and/or FOLIO ERM, Ex Libris Alma, or Primo VE
- Commitment to Open Access and knowledge of OA publishing and funding models
- Excellent verbal and written communication skills
- Demonstrated ability to perform complex problem solving and decision making

Additional Requirements:

- To be considered at the level of Librarian I, candidates must show evidence of the potential for successful overall performance.
- To be considered at the level of Librarian II, candidates must show evidence of initial professional growth as evidenced by involvement in service appropriate for the position, professional activities, and/or research or other creative activities.
- To be considered at the level of Librarian III, candidates must show evidence of continued professional growth as evidenced by significant contributions to service appropriate for the position, professional activities, and/or research or other creative activities. Candidates must also demonstrate the potential for performing or administering complex or highly specialized duties or the potential for developing a high level of expertise in his/her specific area of librarianship.
- To be considered at the level of Librarian IV, candidates must show evidence of sustained professional growth as evidenced by extensive contributions to service appropriate for the position, professional activities, and/or research or other creative activities. Candidates are also expected to demonstrate the ability to perform or administer complex or highly specialized duties or have developed and maintained a high level of expertise in his/her specific area of librarianship.

Salary and Benefits:
Minimum annual salary for this position begins at $75,000. UGA librarians are non-tenured faculty members working on 12-month contracts.

UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, vision plan, tuition remission, paid relocation, 21 days annual leave, 12 days sick leave, and 13 paid holidays.
About the University of Georgia

Since our founding in 1785, the University of Georgia has operated as Georgia’s oldest, most comprehensive, and most diversified institution of higher education (https://www.uga.edu/). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University’s main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 1,800 full-time instructional faculty and more than 7,700 full-time staff. The University’s enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.

About University Libraries

The UGA Libraries advance the University of Georgia’s mission by providing the best possible access to recorded knowledge, actively contributing to the success of students and faculty through teaching and research services provided in physical and virtual environments, exemplifying the University’s strategic priority to serve the people of Georgia and beyond, and upholding the University’s commitment to sustaining a work and learning environment that is inclusive. A member of the Association of Research Libraries with 75 faculty librarians and archivists, 150 staff and nearly 200 student workers, the UGA Libraries receive more than three million visits per year on average and provide services at nine locations across the Athens campus, among them the Main Library, Miller Learning Center, Science Library, Special Collections Libraries, and Health Sciences Carnegie Library. The UGA Libraries offer nationally distinctive special collections related to Georgia’s history, politics, and public policy, and preserves one of the foremost media collections in public broadcasting. The UGA Libraries provide IT support for Georgia Library LEarning Online (GALILEO), Georgia’s statewide virtual library initiative, and is home to the UGA Press and The Georgia Review literary journal.

Visit libs.uga.edu for more information.
Special Instructions to Candidates:
Applicants should attach a 1-2 page letter of interest, a complete CV, and the names, titles, and contact information of three professional references. The University of Georgia Libraries wish to emphasize that preferred qualifications are not required and we are committed to helping our future colleagues develop preferred knowledge, skills and abilities. Applicants are encouraged to communicate the ways in which their work meets required or preferred qualifications in ways that may not be obvious. Candidates should submit their materials by January 7, 2024. However, the position will remain open until filled.

About the City of Athens

Just 65 miles northeast from Atlanta, Athens is a vibrant college town filled with creative energy. The city is located along the North Oconee River in Clarke County, in northeast Georgia just below the foothills of the Blue Ridge Mountains and only a few hours’ drive from the Atlantic coast. In 1801 it was chosen as the site of Georgia’s first state college and named Athens after the city in Greece. Today, Athens is considered one of the hippest small cities in America as well as one of the most progressive cities in the South.

Nicknamed the Classic City, Athens is best known for great music, a happening food scene, and of course the Georgia Bulldogs, winners of the 2021 College Football National Championship. In the spring, the city’s Twilight Criterium, one of the country’s largest cycling events, attracts both cyclists and spectators. Athfest, a local music festival held on outdoor stages and in venues around town takes place each summer, and the Hot Corner Festival celebrates the African American business community and culture each June. On autumn Saturdays the town swells as football fans flock to cheer on the University of Georgia Bulldogs. In recent years the town is becoming known around the Southeast as a beer destination, complete with great breweries like Creature Comforts and Terrapin. Filled with historic architecture and home to the State Botanical Garden of Georgia, Athens is a unique blend of traditional heritage and trend-setting southern culture.

In 1990 the city of Athens and Clarke County combined to form a unified government. Home to more than 100,000 residents, the top three employers include the University of Georgia, Piedmont Regional Healthcare System, and the Athens–Clarke County School District. With more than 12,000 enrolled students, the Athens–Clarke County School District is proud to serve a diverse population across 14 elementary schools, 4 middle schools, and 2 high schools, as well as an early learning center and community career academy.

Questions? Email libjobs@uga.edu