

**Position:** Electronic Resources / Systems Librarian

**Classification:** Librarian, full-time

**Reports to:** Director of Library Services

**Description:** The Systems Librarian is primarily responsible for maintaining the library's electronic resources, ILS, CONTENTdm and proxy servers. This position participates in collection development for several academic departments, information literacy program instruction and non-traditional reference. Also, this position serves on university committees and participates in professional development opportunities. The work schedule includes some evening and weekend hours.

**Responsibilities:**

- Coordinates selection, acquisition and maintenance of electronic resources; including databases, citation management software, e-books and individual e-journal subscriptions.
  - Oversees licensing, compliance, statistical reports, access and other technology issues related to the resources
  - Maintains relationships with local consortia and vendors for electronic resource purchases
  - Maintains usage guides and assist with training library staff and faculty on new resources
  - Work with the Budget Manager to maintain the budget areas for databases and serials subscriptions
  - Coordinates the selection, acquisition, maintenance, storage, and usage of print subscriptions
  - Maintains and coordinates the cataloging of electronic and print subscriptions with the cataloger, both in the ILS and OCLC holdings records
- Maintains system software and hardware that provides electronic access:
  - Serve as system administrator for the Innovative Millennium ILS server
  - Maintains campus proxy server, ERM system, True Serials journal index and URL link resolver
  - Works with Archives Manager to maintain the CONTENTdm server
  - Troubleshoot technical problems related to access and maintenance of databases and their associated software
  - Work with the IT department to ensure databases work properly on current hardware and software configurations
- Participate in continuing education and training in systems
- Perform other duties as assigned

**Qualifications:**

**Education and/or Experience:**

- MLS from an ALA accredited MLS program required
- Experience in an academic library preferred

**Technology Skills:**

- Excellent computer skill required with the ability to troubleshoot applications.
- Familiarity with Dreamweaver, html, css, asp, php, and database structures preferred
- Experience with integrated library systems (especially Innovative Interfaces), EZproxy, academic databases, and CONTENTdm preferred

**Human Relations Skills:**

- Excellent communication and customer service skills required

**For full consideration, please submit a cover letter, resume, and contact information, via email to [hroffice@carrollu.edu](mailto:hroffice@carrollu.edu)**