Position Description – Diversity Resident

Job Title: Electronic Resources Access Librarian Resident

Program: Mary P. Key Diversity Residency

The Mary P. Key Residency program provides professional development in a nurturing yet productive real world environment. This two-year residency program for a recent library school graduate is designed to help bridge academic training to practical experience and to increase diversity from underrepresented groups for academic librarianship and The Ohio State University Libraries. The program also supports succession planning for key responsibilities within the Libraries.

Responsibilities:

This position will have primary responsibility for handling the acquisition, evaluation, and negotiation of license agreements for electronic products, including databases and electronic serials, from the starting point of working with collection managers, through ordering and setting up access, to the end point of working with Accounting to approve invoices for payment. Once trained, the Resident also will be responsible for resolving access issues for electronic resources. The Resident will participate in regular activities of the Serials and Electronic Resources Section including attending the collection managers’ forums, budget meetings, vendor meetings, system training and other events.

Under the supervision of the Head of the Serials, Electronic Resources, and Rights Management Department, the Resident will develop skills needed to manage the acquisition and licensing of electronic resources in a manner that meet the needs of OSU’s user community.

The Resident will learn about:

- OSU’s III Acquisitions, Serials, and ERM modules
- OhioLINK central system
- Serials Solutions profiling
- State of Ohio legal requirements
- OSU Libraries’ budget management

The Resident will be encouraged to participate in appropriate professional development workshops, conferences, and institutes, and will serve in an ex officio capacity on the Libraries’ Collection Development Committee and the Diversity Committee. As a Visiting Faculty member, the Resident is strongly encouraged to engage in professional research and publication. The Resident will provide a faculty annual report as well as periodic reports to the Diversity Committee to track progress on established objectives.

The Mary P. Key Residency program provides professional development in a nurturing yet productive real world environment. The Head of the Serials, Electronic Resources, and Rights Management
Department will serve as the Resident’s primary mentor. The Associate Director for Collections, Technical Services, and Scholarly Communications, the Serials and Electronic Resources Librarian, others in the department and faculty colleagues will also provide support.

**Qualifications:**

**Required:**
- Applicants should have recently completed requirements for a Masters degree from an ALA-accredited institution, no later than December, 2010.
- Mastery of English and demonstrated communication skills.
- Experience or interest in licensing of digital content.
- Knowledge of acquisitions work.
- Experience in using electronic resources
- Interest in professional development and research.

**Desired:**
- Previous experience with III systems.
- Knowledge of ERM (electronic resource management) systems
- Bibliographic and acquisitions experience.
- Previous licensing experience.
- Understanding of fund management and budget processes

**Salary and Rank:**

This is a Visiting Faculty (non-tenure track) position. There is the potential for conversion to a regular tenure-track appointment at the end of the residency, dependent upon successful completion of the program and availability of funding. Salary is negotiable.

**Application:**

Applications will be accepted until the position is filled. Preference will be given to applications received by March 1, 2011.