

OVERVIEW

The Coleman Karesh Law Library at the University of South Carolina School of Law seeks an enthusiastic, highly organized, self motivated, detail-oriented colleague for the position of Acquisitions and Electronic Resources Librarian. The successful candidate for this newly created position will be responsible for overseeing and implementing all acquisition processes and procedures necessary to obtain library materials in all formats needed to support the research and educational mission of the law school. This position reports directly to the Head of Technical Services.

RESPONSIBILITIES AND DUTIES

- Order, receive, catalog, and claim materials as needed
- Research, develop and maintain relationships with vendors, publishers, and other library consortia
- Monitor and expend the library's annual budget under the direction of the Head of Technical Services and the Associate Dean and Director of the Law Library
- Effectively use the Innovative Interfaces Millennium acquisitions module and the University accounting system
- Compile and maintain acquisitions data in the form of statistics, reports, and spreadsheets
- Procure, manage, and evaluate electronic resources
- Configure and maintain an electronic resources management system
- Assist in the development and management of an institutional scholarly repository
- Document all acquisitions and electronic resources processes for succession purposes
- Interact responsively and collegially with all law school personnel and library patrons
- Keep abreast of new trends and practices in technical services.

MINIMUM QUALIFICATIONS

MLS (MLIS) from an ALA-accredited institution by job start date

Demonstrated aptitude for detail oriented work; strong problem solving skills; the ability to balance multiple priorities and effectively meet deadlines

Excellent oral and written communication skills

Demonstrated ability to use spreadsheets and database programs to manage data resources

Ability to work independently and as a member of a team

Willingness to learn new processes and procedures; ability to take direction as well as to provide direction to others; flexible and positive attitude

PREFERRED QUALIFICATIONS:

Experience with acquisition operations in an academic environment or a complex library such as a law library or special library

Experience with the acquisitions module of the Millennium Integrated Library System

Familiarity with fund accounting and library budgetary practices; demonstrated knowledge of library acquisition processes

Experience with and/or understanding of institutional scholarly repositories

Experience setting up an ERM and gathering statistics for electronic resources

Experience with the variations of electronic resources: licensing, packages, platforms, aggregators, and vendors

About the University of South Carolina School of Law, Coleman Karesh Law Library

Located in the heart of Columbia, the capital of South Carolina, the University of South Carolina School of Law, founded in 1867, enjoys a rich heritage as one of the nation's oldest law schools. The USC School of Law offers the Juris Doctorate degree, participates in eleven dual-degree programs and supports five scholarly journals.

Serving a community of approximately 700 students and 45 faculty, the Coleman Karesh Law Library is central to the academic success of the law school. Housing a collection of more than 500,000 print, microform, and electronic volumes, the law library's collections encompass American law, South Carolina legal history, and international and comparative law. The largest public law library in the state, the Coleman Karesh Law Library is also utilized by government agencies, the judiciary, the practicing bar, local academic institutions and the general public.

Compensation:

Salary commensurate with qualifications and experience. Full-time, 12-month, unclassified, tenure-track, faculty status position with the rank of Librarian. Benefits include medical, dental, state retirement or optional retirement plan.

Statement of Non-Discrimination:

The University of South Carolina School of Law requires compliance with all state and federal laws governing employment discrimination. It is an EEO/AA employer committed to a diverse faculty, staff, and student body and strongly encourages applications from persons of diverse backgrounds willing to support the institutional mission.

How to Apply:

Apply online at <https://uscjobs.sc.edu> (search by Requisition Number 003528). The cover letter, explaining the reason for your interest and qualifications, may be addressed to the Chair of the Acquisitions and Electronic Resources Librarian Search Committee. Three references submitted must include names, addresses, telephone numbers, and email addresses. The search committee will begin reviewing applications on June 20, 2011 and continue until the position is filled. The expected start date for this position is September 2011.