



## *Professional Position Posting*

### **Collection Management Librarian**

<b>Department:</b>	Research, Engagement, and Scholarly Communications (RESC)
<b>Salary:</b>	Commensurate with qualifications and experience
<b>Position Availability:</b>	Immediately

#### **Position Summary**

Reporting to the Director of Collections and Open Strategies, the Collections Management Librarian manages the day-to-day operational activities of Collections at the Woodruff Library. The Collections Management Librarian works closely with subject teams and individual selectors to develop collections-related policies, procedures, and practices; conducts and reviews collections assessments and reviews in conjunction with the Assessment Team; oversees approval plans and the gifts-in-kind program; and engages in routine management of the collections budget. The collection management librarian participates in the life cycle of collection activities by collaborating with the acquisitions, electronic resources, discovery teams, and other teams, units, and departments across campus to ensure current collections meet student and faculty needs.

#### **Required Qualifications**

- ALA-accredited master's degree in library and information science OR equivalent education and experience (e.g., subject expertise combined with professional library education and/or experience).
- **Minimum of two years** of demonstrated professional library experience in one or more aspects of collections-related functional areas: collection development (including open access), collections assessment, and/or discipline-specific or multidisciplinary collection management.
- Familiarity with trends in scholarly communications and their implications for collection development.
- Excellent verbal and written communication skills and ability to work collaboratively across organizational units.
- Demonstrated experience in planning and overseeing collection-related projects or initiatives.

#### **Preferred Qualifications**

- Experience with or knowledge of print or electronic approval plan collection development.
- Experience with or knowledge of current academic library collection and collection assessment models.
- Experience with running collection reports and interpreting analytics and data via Excel and/or other statistical and/or visualization tools.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

## **Application Procedures**

Interested candidates should review the applications requirements and apply online at {Link to Interfolio posting}, <http://apply.interfolio.com/163465>

Applications may be submitted as Word or PDF attachments and must include:

- 1) Current resume/vita detailing education and relevant experience;
- 2) Cover letter of application describing qualifications and experience; and
- 3) Please describe what makes a cohesive and effective team. What qualities or actions do you think contribute to team success, and how do they influence performance and productivity? Describe the role you would play in creating an inclusive work environment that allows all employees to contribute their best work toward achieving the university's mission. Please limit your response to no more than 3 paragraphs.
- 4) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

**Candidates applying by March 14, 2025, will receive priority consideration.** Review of applications will continue until the position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer and encourages applications and nominations from women, minorities, people with disabilities, and veterans.

## **General Information**

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to <http://www.hr.emory.edu/eu/benefits/>.

## **Description of Institution and Library**

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,332 undergraduates and 7,687 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University secured \$1.1 billion in sponsored research awards in FY24. Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, over 500,000 electronic journals, over 2 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 133,976 print titles, 201,134 volumes and over 2,200 collections measuring over 21,815 linear feet of manuscript material.

Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, rare books and the University's archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. The WHSC Library has institutional memberships with the Association of Academic Health Sciences Libraries (AAHSL) and the Medical Library Association (MLA). Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities). Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

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