



## The Ohio Library and Information Network

### POSITION POSTING

March 7, 2008

Position Assistant Director of Electronic Licensing

Reports to: Executive Director

Applications are invited for an Assistant Director of Electronic Licensing for the Ohio Library and Information Network. OhioLINK is a consortium of Ohio's college and university libraries and the State Library of Ohio. OhioLINK serves more than 600,000 students, faculty, staff, and other researchers at 87 institutions. OhioLINK provides a multitude of services including over 100 databases consisting of bibliographic, electronic journals, electronic books, images, videos, and audio files. See [www.ohiolink.edu](http://www.ohiolink.edu)

#### Major responsibilities:

Responsible for taking the leadership role in the planning, management, evaluation, and licensing of shared electronic information resources by the OhioLINK community. Working closely with the Executive Director, Office Manager, and in liaison to the Cooperative Information Resources Committee (CIRM) this position:

- Assumes lead role in negotiating license terms and pricing for shared electronic resources with vendors.
- Establishes and coordinates with the Office Manager the invoice processing through OhioLINK and its fiscal agent to member libraries for annual renewals and new licenses for shared electronic resources
- Assumes the lead role in the creation of and agreement by members to cost sharing models appropriate for each share electronic resource
- Manages, monitors, and projects the OhioLINK financial resources for shared electronic resources.
- As liaison to the Cooperative Information Resources Committee (CIRM) works interactively with the chair on the agendas and overall management of the committee's activities
- Oversees the development, evolution, and maintenance of guidelines for standard license terms
- Resolves license breaches and problems in consultation with libraries and vendors
- In collaboration with other OhioLINK staff monitors availability and/or delivery of licensed resources. Is the lead contact with vendors to resolve any problems
- Participates on and provides support to other committees as assigned
- Spearheads and coordinates the examination, review, and disposition, of new electronic resource opportunities. Coordinates vendor communications or evaluations, demos and trials
- Coordinates the collection and organization of usage data and statistics and prepares reports on trends in overall usage

- Ensures compliance with license agreements by communicating terms of contract to appropriate member library staff.
- Stays current with national and international developments related to electronic resources and will participate in inter-consortium initiatives as assigned
- Supervises one support staff responsible for maintaining the claiming system for the Electronic Journal Center

Requirements:

MLS from an ALA accredited program or other advanced degree. Four years of professional experience in an academic or research library or an academic library consortium and 2 or more years experience working with e-resource licensing and management. Knowledge of the legal and business issues involved in acquisition, licensing and management of electronic resources. General familiarity with electronic publishing developments such as Open Access, information delivery through Internet sources and current library technologies.

Excellent written and oral communication and negotiation skills required. Strong Excel capabilities and organizational and analytical skills are required. Ability to function in a collaborative, service-oriented environment and flexibility in adapting to change; working knowledge of spreadsheet and other software to support the management of usage and financial data. Position will require some travel.

Salary and Benefits:

Salary is commensurate with position and experience. Position is a twelve month appointment on an annual contract. 22 vacation days, 15 days sick leave and 10 paid holidays per year. State-sponsored retirement plan, group health plan, and life insurance are available.

Deadline: Review of resumes begins April 7<sup>th</sup>. Resumes accepted until position is filled

To apply for this position, please send resume and three references to [resume-el@ohiolink.edu](mailto:resume-el@ohiolink.edu)