**Location:** Enoch Pratt Free Library  
**Job Title:** Electronic Resources Librarian  
**Vacancy Number:** R0008339

**Responsibilities:** Serve as primary manager of all aspects of library electronic resources. Identifies and investigates electronic resources for purchase at the system and state levels. Negotiate pricing with vendors and publishers, ensuring contract compliance and maintaining ongoing electronic resource agreements. Analyze, interpret and accurately document and communicate electronic resource usage statistics. Create reports to be shared with Pratt administration and statewide stakeholders. In collaboration with the Digital Resources Manager and Deputy Chief of SLRC, plan budgets for digital resources. Write and maintain documentation of policies and procedures related to areas of responsibility, in coordination with other departments as appropriate. Monitor trends and best practices related to electronic resources. Communicates with statewide electronic resource librarian groups. Participates in virtual presentations and onsite conferences. Organizes outreach and training for internal Public Service Librarians. Other duties as assigned.

**Requirements:** Master's degree in Library Science from an A.L.A.-accredited program. High proficiency using spreadsheets to document statistics. Knowledge of library science principles, practices, and trends. Experience with electronic resources in a library setting, including gathering usage statistics and evaluating resources. Experience with negotiating subscriptions and contracts with library vendors. Experience with processing invoices and managing budgets. Understanding of emerging trends and issues in electronic resources. Five years' experience in public or technical services in a public or research library. Ability to meet deadlines, communicate effectively, and establish and maintain cooperative working relationships with library staff and administrators.

**Starting Salary:** $70,338.00


Questions regarding the application process can be directed to the Pratt Library's Human Resources Department at hr@prattlibrary.org or (410) 396-5480.

**Closing Date:** 8/1/24