

**Location:** Montgomery County Public Libraries

**Job Title:** Librarian I - e-resources

**Vacancy Number:** IRC57353

**Responsibilities:** Promote and support MCPL's Diversity, Equity and Inclusion values with staff and customers. Center the experiences of people and communities who are most affected by structural inequities when engaging in collection management work. Under the supervision of the Collection Manager, maintain MCPL's electronic resources collection and assist MCPL staff and customers with electronic resources access. Provide support to the Cataloging & Processing unit in loading catalog record files, and other cataloging efforts (database cleanup, copy-cataloging, some original cataloging). Utilize new technologies and platforms. Serve on committees, and workgroups for projects, and initiatives for the library system. Assist in collection development, analysis, and maintenance, and making recommendations to the Collection Manager regarding electronic resources. Serve as a subject matter expert on electronic resources.

**Requirements:** Minimum Qualifications

Education: Master's degree in Library Science or Library Information Science from a college or university accredited by the American Library Association. Experience: None. Licensure: Employees will be responsible for maintaining appropriate level of Continuing Education Units (Contact Hours) to sustain State licensure requirements for this position Equivalency: No equivalency applies.

Preferred Criteria All minimally qualified will be placed on the eligible list as Qualified. Candidates with the following experience may be extended an invitation to interview. Taking the time to address these areas in your resume is recommended. Experience with electronic resources management and integrated library systems, particularly in creating and maintaining metadata. Experience with batch management work in integrated library systems and electronic resources management systems, to batch update records and to maintain accuracy of holdings metadata and bibliographic records. Experience with Electronic Data Interchange workflows, including reviewing vendor supplied electronic EDI MARC records and invoicing files for newly acquired library materials. Experience working with and managing authentication systems - e.g. EZproxy, Shibboleth, or Open Athens. Experience compiling data related to budget and usage statistics of electronic resources. Experience providing electronic technical support to library users and staff and maintaining ongoing correspondence with suppliers to resolve technical access problems, as well as issues regarding subscriptions, renewals, and payment. Experience writing documentation of complex technical processes (for example: linking to e-resources in the Online Public Access Catalog, data connections, and usage statistics collection.) Candidates with language skills in Spanish or Chinese are highly encouraged to apply.

**Salary Range:** Minimum Salary \$57,455. Maximum Salary \$93,895.

**Application Process:** Use this link for more information and application process - [Job Details \(montgomerycountymd.gov\)](https://montgomerycountymd.gov)

**Special Requests:**

Closing Date: March 15, 2023