Overview

Boston University Libraries seeks applications and nominations for the position of electronic resources librarian (ERL). Reporting to the Head of Collection Development, the ERL will work collaboratively with internal and external stakeholders to advance the current and future research needs of the University community by developing and managing a robust collection of electronic resources and discovery services.

The ever-changing publishing landscape and recent developments in higher education make it our responsibility to evaluate and adapt our approach to collection development at Boston University Libraries to best serve our scholarly community. As the Libraries’ role in scholarly communications evolves to provide support at all stages of the research life cycle—from research design and development, processes and workflow, publication, and post-publication analysis of metrics for determining value and impact—collection development at Boston University continues to evolve as well.

Therefore, we are looking for a professional with in-depth knowledge of vendor publishing strategies, experience in contract and license negotiation, and the ability to perform complex data analyses on usage, expenditures, and impacts to provide the highest quality e-resources for teaching and research. The professional who earns this position will be a leader in developing best practices and procedures at all stages of e-resources life cycle: from acquisition to access, administration, support, and evaluation.

Diversity

We expect that the candidate who earns this appointment is a professional who is (or soon will become) a national leader who will increase the diversity of voices in electronic resources and licensing. Further, we anticipate that this individual will use the skills, attributes, and commitment required for this position to craft dynamic partnerships throughout the Libraries and University; the City of Boston and New England region; and with scholarly and research communities throughout the world.

The Libraries and University also are actively committed to building and sustaining a culture of equity, inclusion, and respect within our staff and student body. BU’s student body is 22 percent international, 19 percent Black and Latinx, and 18 percent Asian. At the university level, five of BU’s eight most recent academic leadership appointments—including the University Librarian—are people of color; the sixth and seventh are the first women to lead the University’s business and journalism schools, respectively. BU also has women leading the University in key executive roles such as Provost and Chief Academic Officer; Vice President and Associate Provost for Research; CIO and Chief Data Officer; General Counsel; and Senior Vice President for Development & Alumni Relations.

For more information on Boston University’s commitment to diversity, equity, and inclusion, please read the University’s Statement on Diversity [https://www.bu.edu/info/about/diversity/]; and Provost Jean Morrison’s statement, “Diversity at Boston University” [http://www.bu.edu/provost/diversity/].

Boston

Regionally, citizens from the Commonwealth of Massachusetts recently have elected the first African-American woman to represent the state in Congress, and people of color are holding positions as police commissioner, sheriff, and district attorney in the City of Boston. During the 2019-2020 academic year, the
City of Boston is hosting major events sponsored by the African Studies Association and NAACP, opening a renovated Boston Public Library branch in the city’s historically Black Roxbury neighborhood, and BU will open its renovated Howard Thurman Center for Common Ground in January 2020, concurrent with the University’s collaboration with the City to commemorate the birthday of Dr. Martin Luther King Jr. (GRS’55, Hon.’59)

**Boston University Libraries** (@bulibraries on Twitter and Instagram) advances the University’s priorities by inventively creating and deploying its talent chain, designing and implementing innovative services, facilitating access to a wide range of scholarly resources in numerous disciplines and formats, and effectively engaging internal and external audiences, both online and across more than 300,000 square feet of space on BU’s Charles River Campus. The Libraries organization is a member of several organizations, including the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Northeast Research Libraries Consortium (NERL), HathiTrust, the Boston Library Consortium (BLC), the Eastern Academic Scholars’ Trust (EAST), the OCLC Research Library Partnership, and the Open Content Alliance.

In July 2019, the University’s distinctive collections division, the Howard Gotlieb Archival Research Center, was integrated into the Libraries after more than 20 years. The return of this division to the Libraries will afford tremendous opportunities for both units on several strategic and operational levels.

**Boston University**, a member of the Association of American Universities (AAU), is one of the leading private research and teaching institutions in the world, with two primary campuses in the heart of Boston and programs around the globe. Chartered in 1869, the University is home to more than 33,000 students from more than 130 countries, 375,000 living alumni, 10,000 faculty and staff, and 17 schools and colleges.

BU is one of the largest private universities in the United States and one of the Boston area’s largest employers. The Charles River Campus, the University’s main campus, is located along one of the busiest thoroughfares in the City of Boston, and the city long has been considered by acclamation to be one of the United States’ best cities for quality of life, fitness, and jobs. The growth of BU over the last quarter century is profound, as it has evolved from a regional university with a focus on undergraduate and professional education, to an internationally-recognized, residential research university that performed more than $485 million of research and published more than 6,200 articles in FY 2018.

In fall 2018, Provost Morrison launched the process charged with developing the University’s next academic strategic plan. In March 2019, the Provost announced that the Boston University Libraries would be the focal point for one of two subcommittees to the Strategic Planning Task Force. The Subcommittee on Scholarly Resources & Services—Libraries, chaired by Dr. Dames, is guiding the University in envisioning how our Libraries can support faculty and students in a digital, interdisciplinary, and collaborative environment.

**Duties and Responsibilities**

The Electronic Resources Librarian will have the following responsibilities:

- Negotiate and oversee the licenses, contracts, and deployment of electronic information sources and services on behalf of Boston University for direct library purchase through vendors, special network offers, and consortia such as the Boston Library Consortium (BLC) and the North East Research Libraries (NERL) consortium;
- Monitor current budget expenditures, forecast costs for electronic resources through several future budget cycles, and assist in budget planning for electronic resources;
- Collect and interpret usage data and other reports in order to evaluate cost-efficiency;
- Determine critically pertinent content of license agreements to be disseminated among staff and
direct Libraries’ staff to maintain this information;

- Generate statistics and reports to assist the Libraries in assessment and in required reporting oversee assessment strategies;
- Conceive, develop, and implement digital, data, and technology projects that meet the Libraries’ and University’s mission, goals, and objectives; conform to established standards; and which are completed on time and within budget;
- Oversee the Libraries’ materials acquisitions process for all Libraries’ branches, including the control and monitoring of encumbrances and expenditures made against the materials budget, restricted funds, and grant funds;
- Supervise a staff of two and monitor workflow throughout the ordering process from the initial placement of orders through the receipt and payment procedures;
- Coordinate licensing and acquisition of electronic information sources and services with the libraries serving BU’s School of Law, School of Medicine, and School of Theology (which report to their respective deans) and widely and regularly communicate the status of electronic resources acquisitions and licensing activity;
- Maintain direct contact with users by serving as a reference point to monitor effectiveness of resources;
- Serve as the Libraries’ representative in appropriate University councils, working groups, and fora;
- Represent the Libraries nationally and internationally in collaborations or initiatives as the University Librarian requests or as consistent with the Libraries’ goals and mission; and
- Provide advice and consultation to units across the University as appropriate and within scope of the position and organization.

Qualifications

While Boston University Libraries will consider applicants with other credentials, a master’s degree from an accredited United States research university plus demonstrated, advanced training or work experience are strongly preferred. All candidates must be authorized to work in the United States at time of application. Boston University Libraries will not sponsor applicants for work visas.

In addition, the Libraries seek a person with the following qualifications:

- A minimum of three years’ experience working and negotiating with commercial and academic vendors including pricing, licensing, and contract negotiations for all e-resource types, preferably in an academic library setting;
- Demonstrated ability to communicate effectively, work collaboratively, and build and maintain successful partnerships with a diverse group of internal and external stakeholders;
- At least two years’ experience in leading, supervising, or directing technical staff;
- Experience with current electronic management systems and workflows, technologies, and integrated library systems, e.g., Ex Libris Alma or other electronic resource management systems;
- Substantive and demonstrated knowledge of, ability to communicate effectively about, and ability to develop solutions for current e-resource standards and protocols and current licensing and renewal issues;
- Demonstrated awareness of current national trends and developments in shared and consortia collection development and management;
- Ability to analyze and evaluate data in order to produce reports and recommendations for decision-making purposes;
- Demonstrated experience managing a project or budget for a department, project, team, or committee;
- Strong analytical, organizational, and problem-solving skills, including the ability to meet deadlines, prioritize work, learn independently, and respond to changing needs; and
• Strong and demonstrated commitment to diversity, equity, respect, and inclusion.

Growth

Under Dr. Dames, a thought leader in library career advancement, Boston University Libraries is committed to investing in the growth and development of each of its team members. As our new ERL, you will receive unique opportunities to develop skills, expertise, and experiences at the intersection of your career goals and our strategic priorities. Participation in Libraries and BU-wide committees, regional and national consortial partnerships, industry conferences, and vendor user groups are examples of activities in which you are eligible to participate. Our active learning culture evolves based on your input. You will be encouraged to take ownership of your own development through frequent communication with your manager and through opportunities to communicate with Libraries leadership.

Compensation

Boston University Libraries will provide a competitive compensation and benefits package appropriate for a position of this scope, stature, and level of responsibility.

Applications

Interested candidates should assemble the following materials, in the following sequential order, in a single, unlocked Adobe Acrobat (.pdf) file:

• A formal letter of application (cover letter), addressed Michael Mitton, Talent Acquisition Specialist, Boston University;
• Résumé or curriculum vitae;
• Sample publication or comparable non-confidential writing sample (10 pages maximum); and
• Names and email addresses of three professional references.

Please name the submitted Acrobat file as follows: bul2019-erl_yourlastname.

You will post the completed Adobe Acrobat file to Boston University’s Human Resources site. You may contact Mr. Mitton at mmitton@bu.edu if you have any questions.

Review of applications will begin in September 2019 and continue until the Libraries fill the position. The Libraries will not contact references until the finalist stage.

Boston University is committed to fostering a diverse University community within a supportive and respectful environment. We believe that diversity is essential to our success as a leading research university with a global reach and is an integral component of excellence.

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or because of marital, parental, or veteran status. Boston University strongly encourages minority group members, veterans, disabled individuals, and women to apply for positions for which they are qualified and that are of interest to them.