**JOB DESCRIPTION**

**Revised 10/25/2018**

**POSITION: Resource Acquisitions Manager**

**APPOINTMENT: Administrative Faculty Full Time**

**RESPONSIBLE TO: Head of Collection Management Services**

**PURPOSE:**

 The Resource Acquisitions Manager oversees the strategies, processes and workflows of acquiring content in all formats for general and special collections of the Arthur Lakes Library. In collaboration with the Head of Collections Management Services, this role helps develop the vision and strategic goals for library acquisitions. This role also works closely with the Electronic Resources Librarian to coordinate electronic resources licensing and access management. This position has a deep understanding of best practices and emerging trends in collections, procurement and scholarly publishing in academic research libraries. This individual actively engages with publishers, vendors, subscription agents, and consortia to acquire content and conducts ongoing evaluation of their services. In collaboration with colleagues across the University and content providers, this forward thinking position aligns acquisitions strategies with collection needs and available resources. The position develops innovative approaches and designs workflows to ensure that the library obtains resources in a timely, fiscally responsible, and effective manner ensuring compliance with Arthur Lakes Library’s licensing and financial principles and practices.

**RESPONSIBILITIES:**

**Acquisition of Electronic and Tangible Resources (50% annually; essential function) This includes:**

* Oversees all acquisitions processes and workflows including firm orders, approval plan profiles, demand-driven acquisitions, donations, evidence-based acquisitions, standing orders, and subscriptions
* Develop and sustain productive relationships with internal and external agents in the business cycle, including campus fiscal offices, multiple library consortia, and vendors.
* Collaborates with Head of Collections Management Services and University Procurement to evaluate the impact of publisher and vendor business models and those impacts on the Libraries acquisitions
* Manage the effective use of the Library Management System’s acquisitions and serials modules related to monographic and serials ordering, funds management, invoice payments and serials check-in. Investigate new software options and evaluate workflows to determine if implementation will optimize departmental operations.
* Enhances acquisitions expertise and continued awareness of the scholarly research process through participation in committees, workshops, webinars, and professional associations
* Hires and supervises student workers to assist in acquisitions workflows

**Library Materials Budget (30% annually; essential function) This includes:**

* Ensures legal and financial compliance with University systems
* Provide prudent fiscal management of the library’s materials budget. Work closely with the Head of Collections Management Services and the University Librarian in this area.
* Manages purchase orders, invoices, subscription renewals, new purchases and cancellations
* Monitors Banner payments, encumbrances, releases, and FY close
* Selects appropriate data for annual reports (e.g. section, auditors, Foundation)

**Library Administration (20% annually; essential function) This includes:**

* Develops collaborative approaches and best practices with library colleagues to provide efficient and cost-effective acquisitions services
* Leads collaboration in developing acquisitions policies, procedures, principles, and workflows
* Perform collection analysis and assessment, and oversee general collection development initiatives and collection management projects, in coordination with the library subject specialists and Head of Collection Management Services
* Participates proactively on library-wide committees, task forces, and teams
* Commitment to the Library’s values of discovery, connection, equity, integrity, and stewardship.