Electronic Resources & Serials Coordinator
Library and Information Services

Position Summary: Focus is on serials collection management. Helps manage the library website; supports the Outreach Librarian with exhibits and events; provides support to Information Literacy program.

Qualifications
Requires minimum education of B.A.; additional graduate work in MLIS highly desired. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations is required. Other requirements include demonstrated skill in scholarly research, data analysis, and assessment; experience with collaborating across departments and working on teams to create, maintain, and document workflows and accomplish tasks; ability to learn and troubleshoot various software applications (such as WMS, ContentDM, Clio, Knowledge Base, ebscoet) and support library staff in their use; effective communication skills with all stakeholders - library staff, college faculty and administration, students, vendors, and consortia staff.

Serials Collection Management
● In collaboration with Technical Services, compiles and maintains reports on e-resource usage using multiple software applications such as Redlink and Knowledge Base.
● In collaboration with Technical Services, departmental library liaisons, and the library director(s), oversees, assesses, selects and de-selects serials in electronic and print formats.
● Maintains and oversees licenses, subscriptions and vendor relationships related to journals and other resources which are purchased online.
● Assists in the development, implementation, and documentation of efficient and effective policies and procedures.
● Verifies and troubleshoots problems with access to journals and other resources which are purchased online.
● Coordinates with Technical Services assistant to maintain authentication software (such as Open Athens) operability with serials and journal databases.
● Maintains current awareness of library technical service issues, with particular focus on participation in consortia (SCELC) and the integrated library system (WMS) vendor/user communities.

Library Website
● Oversees implementation of webpage development software for Research Guides (LibGuides) with the assistance of the Electronic Resources Assistant.
● Maintains and enhances the Library website, collaborating with College Communications staff and the Electronic Resources Assistant (Drupal).

Outreach
● Assists with Outreach events and exhibits under the supervision of a librarian
  ○ Plans library events for the entire Westmont community – faculty, staff, and students
  ○ Assists in creating themes and responding to requests for exhibits of both library materials and artifacts that contribute to the mission of the library and of the Christian liberal arts curriculum
  ○ Collaborates with stakeholders to develop and publicize events and exhibits as needed
● Serves as member of Exhibits and Events team

Information Literacy
● Research Desk
  ○ Staffs Research Desk for drop-in patrons, as needed
  ○ Schedules research consultation appointments with students under the supervision of the relevant liaison librarian for that discipline.
● Assists with Information Literacy instruction under the supervision of the relevant liaison librarian.
● Serves as member of Instruction Team.
Workplace Demeanor
Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

Performs other duties as assigned.

Reports to: The library director.