The University of Arkansas for Medical Sciences (UAMS) Library invites applicants for the position of Head of Collection Management. This faculty position reports to the Library Director of Operations. The successful applicant oversees the Collection Management Department which includes 1.5 faculty and two paraprofessional positions, and is responsible for all aspects of collection development, acquisitions and cataloging; coordinates the management and evaluation of the library’s electronic resources; and serves as administrator of the online campus bookstore.

CAMPUS SETTING

Founded in 1879, UAMS is the only academic health sciences center in Arkansas. The UAMS Library supports the education, clinical, research, and outreach activities of six colleges (Graduate School, Health Professions, Medicine, Nursing, Pharmacy, and Public Health), a comprehensive medical center, and several institutes of excellence. The UAMS Library serves the health information needs of the citizens in Pulaski County and provides support to the rest of the state through the network of Regional Center Libraries. The Library also serves as the only resource library in the state for the National Network of Libraries of Medicine.

Faculty, staff, and students work and study in a stimulating and culturally diverse environment. Information on the beautiful, vibrant city of Little Rock can be found at http://www.littlerock.com/.

SUMMARY OF RESPONSIBILITIES

- Provide leadership, coordination and administration of all collection management operations and procedures, including acquisitions, print and electronic resources, and cataloging. Hire, train, and supervise the work of staff in the Collection Management Department.
- Select appropriate information resources in all formats to support the needs of affiliated users; solicit and respond to faculty input; identify resources for cancellation or withdrawal; communicate collection issues and procedures effectively to library staff and users.
- Prepare and monitor a collections budget of approximately $2.0 million.
- Negotiate license terms and pricing with vendors of electronic resources and work effectively with the library’s Business Administrator and Procurement Service Center personnel to ensure appropriate university review of licenses.
- Conduct collection review and usage analysis for books, journals, and databases.
- Co-administer the Koha integrated library system (ILS) with the Head of Access Services on behalf of the UAMS, Arkansas Children’s Hospital, and Regional Center Libraries. Consult with Head of Access Services and systems staff to resolve issues.
- Serve as liaison between the UAMS campus and the online bookstore vendor, and coordinate the textbook adoption process each semester.
• Assist users and staff, often in collaboration with the Electronic Resources Librarian, in resolving access problems with electronic resources.
• Compile collection statistics and monetary figures for library’s annual statistical report.
• Collaborate with colleagues at system-wide, state, regional and national consortia levels on shared purchases.
• Serve on the library management team and assist library leadership in planning and policy making.
• Monitor and stay abreast of collection management trends and practices in academic health sciences libraries.

QUALIFICATIONS – REQUIRED

• Master’s degree in Library Science or equivalent from an ALA-accredited program
• Five years of professional collection management experience in an academic library
• Knowledge of cataloging practices, MARC records, and integrated library systems (ILS)
• Expertise in developing and managing collection budget
• Expertise in negotiating with publishers and vendors of library resources
• Well versed in academic publishing including knowledge of trends in publishing, scholarly communication and open access
• Supervisory experience
• Ability to work well independently, as part of a team, and as the leader of a team
• Ability to communicate (verbally and in writing) with physicians, hospital administrators, researchers and other health professionals at the colleague level
• Ability to respond quickly in an academic health sciences environment
• Demonstrated excellence in creating and executing professional presentations
• Demonstrated commitment to professional development and activities
• Ability to learn and use new technologies
• Demonstrated commitment to customer service.
• Excellent problem solving, analytical and organizational skills
• Initiative and flexibility to develop and implement programming in a diverse environment.

QUALIFICATIONS – PREFERRED

• Knowledge of open source technologies used in library settings
• Subject knowledge in the sciences related to medicine
• Record of involvement in professional library association
• Current AHIP credentials

POSITION BENEFITS & APPLICATION INFORMATION

Minimum salary is $62,500, commensurate with education and experience. The Head of Collection Management is a 12-month, non-tenure track faculty position with opportunities for promotion. Rank and salary will reflect the qualifications and experience of the successful candidate. UAMS offers a comprehensive benefits package with 22 days of vacation, 11 holidays, and 12 days of sick leave annually, and retirement plan options including TIAA/CREF and Fidelity.

Questions about the position or application process may be addressed to Jan Hart, 501.686.6751 or Hartjanicek@UAMS.edu
Review of applications will begin immediately and continue until an appointment is made. Priority will be given to applications received by June 30, 2016. Please email a letter of application detailing relevant experience and accomplishments, curriculum vita, and three professional references with full contact information to:

Jan Hart, MLS, EdD  
Director, Library Operations  
University of Arkansas for Medical Sciences  
4301 W. Markham, #541  
Little Rock AR 72205-7199  
Email: hartjanicek@uams.edu  
Phone: 501.686.6751

Electronic submissions are required.

UAMS is an inclusive Affirmative Action and Equal Opportunity Employer of individuals with disabilities and protected veterans.