Serials & Collection Management Librarian

University of Michigan Law Library
Ann Arbor, Michigan, 48901, United States

Salary: $60,000.00 (Yearly Salary)

Status: Full-time

Posted: 07/17/17

Deadline: 07/31/17

Position:
Serials & Collection Management Librarian

Position Description:
The University of Michigan Law Library seeks a Serials & Collection Management Librarian to join our highly engaged and collaborative team of librarians dedicated to building and preserving one of the most comprehensive law library collections in the country. This opportunity is an excellent one for librarians interested in developing or strengthening their management and administrative skills.

The University of Michigan Law School has 82 full-time and 57 part-time faculty, and approximately 1,000 J.D., and 50 graduate L.L.M. and S.J.D. students. With over 1 million volumes, the Law Library has one of the world’s premier collections. The Law Library also has one of the world’s most comprehensive collections of foreign, comparative, and international law materials. The University of Michigan is located in Ann Arbor, which is considered among the best places in the United States to live and work.

The Serials & Collection Management Librarian manages continuations in all formats and physical processing for the Law Library print collection as manager of the Head of the Continuations & Collection Management Unit.

The Serials & Collection Management Librarian:
- Manages, coordinates, and supervises the work of the Continuations & Collection Management Unit including, materials receiving and processing; handling of legal continuations, including loose-leaf filing and pocket parts; stacks maintenance, including shelving and shifting; and, itemizing, labeling, and maintaining library materials, by:
  - recommending staffing levels (paraprofessional and student) and work schedules; hiring, training, evaluating and supervising those who work in the Unit;
  - directing and coordinating the work of the Unit;
  - keeping abreast of and utilizing current technologies and trends that anticipate, meet or exceed the research needs of the Law Library’s primary users;
  - incorporating traditional library technology and librarianship skills and advancing the use of emerging technologies.
- Establishes unit and inter-unit policies and procedures, ensures unit efficiency, effectiveness, and productivity; resolves unit and inter-unit problems and answers questions from other units relating to the specialized functions of the Unit.
- Manages serials and physical processing, both complex and routine, including:
  - interpreting, cataloging, creating, revising, and maintaining records for legal continuations;
  - establishing claiming patterns for serials;
  - establishing procedures, priorities, and protocols for the management of serials.
- Participates in continuing electronic resources management, including identifying materials as they migrate from print to electronic format, loading records, and coverage data, and resolving problems relating to complex electronic serials and databases.
- Manages and coordinates the binding of library materials.
- Serves as the point person for Library preservation efforts.
- Participates in evening and weekend rotation at the Law Library Reference Desk.
- Participates in unit and Library-wide work, projects, and problem-solving; serves as a member of committees and work groups, as assigned.
- Other responsibilities as assigned.

**Required Qualifications:**

- M.L.S./M.L.I.S. or M.I. degree from an A.L.A. accredited U.S. school of information or library science
- At least 2 years of librarian-level experience in a large academic research or law library
- At least 1 year of experience supervising full-time staff in an academic library
- Proven ability to work effectively with other decision makers
- Strong problem solving and leadership skills
- Excellent communication, interpersonal, organizational, and analytical skills
- Flexibility and creativity to be effective in a changing environment

**Preferred Qualifications:**

- Demonstrated ability to work with foreign language materials
Experience working with complex serials as a librarian
Experience as a cataloging librarian in a large academic library
Experience with Innovative Interfaces’ Sierra LMS
Experience with preservation and binding
Experience with statistical reporting

Closing Date: 07/31/17

Special Instructions for Applicants:
A complete application requires the following documents:
1. Cover letter
2. Resume
3. Names and contact information for three professional references; indicate professional relationship with each
4. A list of all post-secondary schools attended
5. Copies of transcripts for all post-secondary schools attended; official transcripts are not required

To apply: Email to Search Committee, University of Michigan Law Library, 
mailto:lawlibserialssearch@umich.edu:
1. Application documents 1-4 combined into one PDF document
2. Copies of all post-secondary transcripts combined into a second PDF document
Incomplete applications will not be considered.
The University of Michigan is an equal opportunity/affirmative action employer