ELECTRONIC RESOURCES LIBRARIAN: ACQUISITIONS SECTION

The University of Limpopo Library is seeking the services of an Electronic Resources Librarian to lead and administer the Library’s Electronic Resources in the Acquisition Section.

The responsibilities include the selection, acquisition, licencing, access, maintenance, usage, evaluation, retention and de-selection of the library’s electronic information resources.

Requirements:

- An honours degree in librarianship or an honours degree in any subject plus a Higher Diploma or Post Graduate Diploma in Librarianship.
- Ten years’ experience working in a library of which five are in an university Library.
- Two years’ experience working with e-resources in an academic library.
- Self-motivated with service and customer-oriented skills.
- Strong commitment to facilitating the use of technology and library resources.
- Demonstrated ability to work collaboratively in a team and as an independent worker.
- Evidence of excellent interpersonal skills in both written and oral communications.
- Ability to perform workflow analyses, document procedures and shift priorities.
- Excellent analytical, organizational, and problem solving skills.
- Ability to generate and analyse usage statistical reports.
- Experience in using the III Millennium System’s Electronic Resources Management module.
Responsibilities:

- Manage online databases and other electronic resources,
- Coordinate the selection, acquisition and management of electronic resources, including: selecting resources, conducting trials, negotiating prices and licenses.
- Apply knowledge of current issues and trends to improve workflow and resources discovery.
- Review, renew and manage license agreements and maintain records for contracts.
- Maintain timely, accurate data about electronic resources.
- Daily manage electronic resources through the use of Electronic, Resources Management system.
- Enable appropriate display of electronic resources in various library systems and webpages.
- Monitor, promote, and maintain use and access to electronic resources.
- Ensure prompt response to reported access problems to electronic resources.
- Take a lead in managing and oversee configuration and integration of various library resources management tools an databases such as Electronic Resources Management modules.
- Develop and maintain expert knowledge on issues related to electronic resources.
- Foster and maintain effective communication channels with library users, publishers, subscription agents and SANLiC.
- Collect, compile and analyse electronic resources use statistics and evaluate electronic resources suppliers.
- Plan for long-term preservation of purchased electronic resources.
- Participate in training library staff and users in effectively using the electronic collections.
- Manage the library’s electronic resources subscriptions and budget

Closing date: 22 February 2019
Typed application which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of the three referees, should be forwarded, for the attention of Mr MD Selolo, to the Chief Human Resources Officer, Private Bag X1106, Sovenga, 0727 or e-mail applications in MS Word format, to marua.selolo@ul.ac.za

Telephonic enquiries regarding conditions of services: (015) 268 3992

The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with the University’s Employment Equity Plan. Preference will be given to Male (Africans, Indians and Coloureds) Female (Indians, Coloureds and Whites)

Correspondence will be limited to short listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applicants as unsuccessful.

The University reserve the right not to make an appointment.