

## **Technical Services Coordinator, Visiting Assistant Librarian**

### **F. W. Olin Library, Drury University, Springfield, Missouri**

The F. W. Olin Library invites a user-oriented librarian to join us in managing library technology services that support student learning and faculty teaching. The Technical Services Coordinator reports to the Director of Library and will be the principal administrator for the Technical Services Department including acquisitions, serials, databases, the integrated library system (FOLIO), and the library's web page. Working with the Head of Cataloging and the Head of Public Services, the Technical Services Coordinator will manage bibliographic control of materials in all formats, establish and monitor workflows, perform technical services work as required, and work as the chief supervisor of the integrated library system (FOLIO). The Technical Services Coordinator will work as a liaison to faculty as needed to ensure uninterrupted service for a variety of electronic resources. Professional degree in library science required (MLS or MA); this is a visiting position. Salary commensurate with experience. Applications will be accepted until the position is filled and may be submitted to the search chair, William Garvin, at [wgarvin@drury.edu](mailto:wgarvin@drury.edu).

Drury University is an Equal Opportunity Employer.

### **Job Title: Technical Services Librarian**

#### **Job Duties**

**Acquisitions:** Oversees the purchase of monograph selections; monitors the acquisitions book budget to ensure all money is spent without going over budget. Maintains relations and communications with book vendors. Creates order records from vendors and manually inputs them into the Library Management System (FOLIO). Processes books received prior to cataloging. Processes invoices in the library management system. Processes monographs as needed for binding and schedules binding pickups. Conducts materials and supplies orders as needed.

**Serials:** Coordinates the acquisition of print and electronic serials. Monitors serials cost and provide the library director with any information on price increases. Maintains relationships and communications with periodical vendors. Files claims for any missing issues. Maintains the paper periodical collection. Administers publication finder software and works with vendor to ensure holdings information is correct. Processes periodicals as needed for binding and schedules binding pickups.

**Systems:** Administrates and maintains library management system (FOLIO). Generates yearly statistical reports for library items, in-house database usage, and online database usage. Administers database accounts and generates usage reports when requested.

Works with Technology Services to maintain proxy server operation so that patrons can access databases from off campus.

**Website:** Maintains the library website and updates any changes to the website. This includes using HTML and CSS to incorporate new images and/or items.

**LibGuides:** Maintains the Library's LibGuides platform, and LibGuides for academic departments.

**Supervisory:** Supervises student workers as needed in acquisitions and serials.