Position Description

Position: **Acquisitions, Electronic Resources and Systems Librarian**
Wright Library
(this position is available at Librarian level I, II, or III)

Reports to: Assistant Director for Library Technical Services, Wright Library

Status: Full time, exempt, onsite position

JOB PURPOSE

The Acquisitions, Electronic Resources and Systems Librarian provides essential operational support for the Wright Library's collection and discovery infrastructure. This position is responsible for acquisitions operations, electronic resource management (ERM), and continuity of library systems support, with particular emphasis on supporting a next-generation integrated library system (ILS).

The role strengthens fiscal stewardship, vendor and license management, electronic access reliability, and system resilience. Working collaboratively across library departments and with campus partners, this position ensures that core collection services and systems functions are sustainable, well documented, and aligned with institutional priorities.

ESSENTIAL FUNCTIONS

Acquisitions and Financial Operations (40%)

Librarian I
- Manage day-to-day acquisitions activities, including receiving and claiming materials in all formats
- Coordinate with collection development staff to support acquisitions workflows
- Process invoices and payments and maintain routine vendor communication
- Track expenditures and produce basic acquisitions statistics
- Document acquisitions procedures and workflows

Librarian II
Includes all preceding tasks and the following:
- Prepare detailed expenditure and budget reports and assist with reconciliation
- Resolve complex vendor, invoicing, and ordering issues
- Collaborate on workflow improvements and process automation
- Support acquisitions planning through data analysis

Librarian III
Includes all preceding tasks and the following:
- Lead acquisitions workflow optimization and best-practice development

• Provide strategic guidance on acquisitions operations in a next-generation ILS environment
• Advise library leadership on acquisitions trends and operational risks

Electronic Resource Management (25%)

Librarian I
• Manage the electronic resource lifecycle, including activation and troubleshooting in collaboration with Discovery & Web Services staff
• Maintain licenses: understand terms and conditions; track license renewals and expirations; maintain licensing records and documentation; resolve licensing issues
• Maintain local electronic resource management policy and procedure documentation
• Ensure accurate metadata and reliable access across discovery systems and link resolvers
• Gather and report usage statistics

Librarian II
Includes all preceding tasks and the following:
• Review licenses for compliance with copyright, fair use, and institutional policies
• Analyze usage data to support renewal and cancellation decisions
• Collaborate on ERM workflow improvements and automation
• Support access management tasks in collaboration with Discovery & Web Services

Librarian III
Includes all preceding tasks and the following:
• Establish ERM best practices and documentation standards
• Provide advanced analysis of electronic resource usage and cost effectiveness
• Serve as the library's subject-matter expert for ERM operations

Systems Backup and Operational Support (25%)

Librarian I:
• Serve as primary contact for system issues when the Systems Librarian is unavailable
• Submit and track vendor support cases for time-sensitive issues
• Communicate system outages and updates to library staff
• Act as liaison with campus IT for routine support needs

Librarian II
Includes all preceding tasks and the following:
• Perform routine system maintenance and common troubleshooting
• Manage staff and patron accounts and permissions
• Troubleshoot Zebra printers in Technical Services and Special Collections

Librarian III
Includes all preceding tasks and the following:
• Provide senior-level systems backup to ensure continuity of library operations
• Advise on system-related workflows, documentation, and staff support practices

Other Functions (10%)

Perform other tasks as assigned. Remain current with emerging trends in the field; assess potential local applications and recommend enhancements as appropriate. Participate in professional development, committees, library-wide initiatives, and institutional events.

QUALIFICATIONS AND SKILLS

- Master's degree in Library and Information Science (MLIS) or equivalent from an ALA-accredited program
- Experience in academic library acquisitions and/or electronic resource management
- Experience with next-generation ILS and ERM platforms
- Experience managing vendors, licenses, and electronic access issues
- Ability to analyze financial and usage data to inform decisions
- Strong documentation, organization, and workflow analysis skills
- Ability to collaborate effectively across departments and with campus partners
- Clear written and oral communication skills
- Ability to manage multiple priorities, sustain attention to detail, and manage deadlines
- Demonstrated commitment to professional development and institutional service

PHYSICAL / ENVIRONMENTAL DEMANDS
Ability to lift up to 30 pounds and push or pull book carts weighing up to 40 pounds. Ability to perform routine physical tasks associated with library operations. Ability to work at a computer workstation for extended periods. This description reflects the essential functions of the position; it does not restrict tasks that may be assigned or changed at any time.

Position Level Information:
Applicant will be hired at one of the levels below commensurate with experience and demonstrated competencies:

Librarian I: Early career level (0–5 years)
Librarian II: Mid-career level with demonstrated expertise
Librarian III: Senior level with substantial experience and leadership in acquisitions, ERM, and systems support

Salary Range: $72,000-$80,000

Princeton Theological Seminary reserves the right to amend this position description at any time.

ver. 20 Oct 2026