



## Acquisitions Associate (LA III – Technical Services)

The MIT Libraries seek a production- and customer service-oriented person to contribute to providing access to collections. This position provides the opportunity for using and developing technical and library skill sets related to acquisitions and electronic resources, and is an excellent opportunity to gain experience in a dynamic academic library setting.

Under the direction of the Acquisitions & Appraisals Librarian for Technical Services, the Acquisitions Associate Supports the acquisition and management of electronic and print resources, including ordering, licensing support, receipt, physical processing, establishing access, troubleshooting access problems, renewal, payment, adjusting records as titles cease, are canceled, or transfer to other publishers or hosting platforms, and quality control and lifecycle support.

### RESPONSIBILITIES INCLUDE:

#### **Ordering (20%, workflow varies based on the ordering cycle)**

- Research and review purchase and subscription options, including pricing and other options, for requested titles.
- Place orders with appropriate vendors and/or publishers (via email, web form,, EDI, etc.)
- Identify, create, modify, activate records in Alma, the libraries' Library Management System (LMS).
- Create and maintain records in other tracking systems.

#### **Physical Receipt and Access Set-Up for Eresources (30%)**

- Create and modify item records in Alma to account for receipt of physical pieces.
- Physically process pieces (stamping, barcoding, labeling, etc.).
- For journals and serials:
  - Create and modify publication patterns to use in issue prediction.
  - Prepare forms to initiate system updates for title changes, splits, mergers, cessations, and format changes
  - Modify item records and publication patterns based on status reports received from vendors to note delays in publication, changes in frequency, combined issues, etc.
- Coordinate the work of the vendor, publisher, interface provider, and Libraries' technology staff to establish access for Eresources.
- Announce availability of Eresources to subject selectors, and to catalogers for full cataloging.
- Perform general bibliographic problem-solving regarding frequency, edition, publishing history, etc.

#### **Renewal Process (20%, workflow varies based on publisher renewal cycles)**

- Follow annual renewal procedures for journals, databases, and other resources as needed.
- Communicate with product sponsors (Collections Strategy and Analysis (CSA) or other subject specialists) about renewal options and pricing, as needed.

- Perform initial negotiation with vendors, as needed, to reduce renewal price to within acceptable increase, following guidelines determined each year with CSA.
- Secure invoices for renewal and code for payment.
- For resources we decide not to renew, work with the vendor to complete cancellation; update records in local systems; communicate to other staff (e.g., catalogers, subject specialists, etc.) to complete their steps of the cancellation process.

### **Problem Solving for Eresources (25%)**

- Solve problems with access to electronic resources, as part of the “digprob” team, as reported by library staff and users.
- Investigate data discrepancies and anomalies in our complex infrastructure for documenting and providing access to our electronic resources.

### **Licensing Support (5%, workflow varies with the ordering and renewal cycles)**

- Provide support for the licensing workflow during the order and renewal process in partnership with the licensing staff in Scholarly Communication & Collections Strategy (SCCS).
- Prepare renewal forms and amendments for authorized signature.
- Perform license fulfillment steps, including returning signed licenses to publishers/vendors and filing official copies.

### **Liaison Responsibilities**

- Work closely with Collections Strategy and Analysis (CSA) staff and subject selectors regarding ordering questions, bibliographic questions, retention decisions, format changes, and other issues.
- Work closely with catalogers, preservation staff, accounts payable, access services (called Information Delivery & Library Access), and technology staff to ensure effective service, communication, and problem-solving.

### **General Responsibilities**

- Participate as part of group processes in standardizing, documenting and maximizing efficiencies in team workflows, in establishing team goals, in collective problem-solving, and in coordinating activities and projects.
- Contribute to the creation, review and revision of documentation of procedures and policies for team operations.

### **QUALIFICATIONS:**

#### **Required:**

- High school diploma or equivalent required.
- Minimum of two years direct/relevant experience that provides an in-depth understanding of library workflows and service functions.
- Solid experience with library management systems and tools, and the interest and affinity for learning and mastering new software, systems, and technology.
- Aptitude for accurate, detailed, and quantitative work.
- Strong organizational, analytical and problem-solving skills, including ability to identify problems and carry out solutions independently or in collaboration with others.
- Demonstrated ability to manage competing priorities and work with minimal supervision.
- Strong communication skills, both oral and written.
- Positive service attitude and excellent interpersonal skills with proven ability to work as an integral part of a service team and to interact effectively with a variety of people.
- Demonstrated ability to be flexible, embrace ambiguity, adapt to change and successfully work independently and collaboratively in a fast-paced, dynamic environment.
- Enthusiasm for embracing the empathy, courage, self-reflection, and respect essential in a multicultural, diverse and inclusive workplace, and ability to embrace those values in collections and public service work.

**Preferred:**

- Experience in a library, higher education, and/or a customer service environment.
- Previous work in acquisitions, particularly in an academic library setting.
- Experience with Ex Libris' Alma and/or Primo systems.

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

**Hours:** 35 hours per week. Monday – Friday, between the hours of 9:00 a.m. – 6:00 p.m. (schedule to be determined - some flexibility in scheduling is possible)

**HOURLY RATE AND BENEFITS:**

This job falls within the following hourly range for AFSCME Library Assistant III:

Min \$23.77	Mid \$33.38	Max \$42.98
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Actual based on qualifications and experience. The typical hiring range is in between the min and mid points. MIT offers excellent benefits including a choice of health plans, a dental plan, tuition assistance and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

This is a union position. Employees working in this position are covered by the collective bargaining agreement between the MIT Libraries and American Federation of State, County and Municipal Employees Council 93. Provisions related to wages, benefits and other terms of employment are contained in the agreement. Any questions regarding the agreement should be directed to [lib-hr@mit.edu](mailto:lib-hr@mit.edu)

**APPLICATION PROCESS:**

Apply online at: <https://hr.mit.edu/careers> applications must include cover letter and resume. Priority will be given to applications received by September 5, 2023; position open until filled.

Employment is contingent upon the completion of a satisfactory background check.

**ABOUT THE MIT LIBRARIES:**

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 150-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.