Head of Content Acquisitions and Management  
Georgetown University Law Library – Washington, DC

Located in a historic neighborhood in the nation's capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

Requirements
The Head of Content Acquisitions and Management oversees the Content Acquisitions Department, which encompasses activities relating to the acquisition or licensing of information resources for law library collections and the maintenance of the collection. The incumbent is responsible for law library functions relating to ordering and acquisition of print, electronic, other non-print, and archival materials, and processing and claiming serial publications in all formats. S/he oversees vendor relations, compilation and reporting of acquisitions, serials, and other collection statistics. Reporting directly to the Deputy Director and working with other Library Department Heads to develop library-wide policies and practices, the Head of Content Acquisitions and Management works closely with the Head of Cataloging and Metadata to improve workflows and ensure purchased materials are processed in a timely manner and has additional duties that include but are not limited to:

- Manages acquisitions and serials activities to efficiently order and receive materials to be added to the library collection.
- Co-chairs the Collection Development Committee with the Associate Director for Research and Collection Development, developing and implementing comprehensive plans, policies, and procedures for staff.
- Develops short- and long-term strategies for staff development and training.
- Supervises staff, providing tools, reviewing workflows and workloads, and facilitating training to promote effective work performance.
- Administers operations for ordering and receiving library materials in all formats, selecting and evaluating the performance of library materials vendors.
- Monitors approval plans, subscriptions, monographic series, blanket orders, memberships, package plans, standing orders, firm orders and all other types of library materials orders.
- Reviews invoices, price discounts, and other vendor/library commercial arrangements, supervising the curation of license agreements.
- Establishes and maintains positive business relations with the book and serials trade industries and other supplies of library materials.
- Establishes, revises, and maintains quality record control procedures, including those regarding record creation and clean-up.
- Develops policies and procedures to ensure timely and persistent availability of resources, working with administration and accounting to resolve payment or allocation issues.
Negotiates shared resources plans and cost sharing with other libraries.
Collaborates with other departments to implement improvements in workflow and activities which impact Content Acquisitions, other departments, and the overall collection including but not limited to: collection maintenance (e.g., weeding, item replacement), electronic resources processing and maintenance (ensuring library’s compliance with license terms), statistical analysis (inflation rates, analysis of usage statistics), and collection development.
Participates in library committees, task forces, and working groups as appropriate in order to advance this collaboration.
Participates in library committees and forums, search committees, task forces, etc. to contribute to the over-all welfare of the library operations or to represent the unit, performing work for other departments or sections as part of library-wide efforts in cross-training and personal development as needed.
Participates in professional organizations such as the American Association of Law Libraries, American Library Association, and the Law Librarians Society of the District of Columbia (LLSDC) as a representative of the library and to actively participate in the advancement and promotion of the librarian profession, serving in various leadership capacities within these groups.

Requirements and Qualifications
- Master’s degree from an ALA-accredited school of library and/or information studies
- Two years of supervisory and/or management experience
- Proficiency in the use of spreadsheets, databases, and other technology tools
- Strong capability in performance and management of detail-oriented tasks
- Experience working with codes and data in an integrated library system with excellent communication and collaboration skills
- Ability to manage multiple responsibilities in a dynamic and changing environment
- Commitment to enhancing services through teamwork and responsiveness to clients

Preferred Qualifications
- Experience with Ex Libris products and the acquisition of legal materials

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Submission Guidelines:

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

Need Assistance:
If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click here for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or ideaa@georgetown.edu.

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown’s commitment to its employees, please visit the Georgetown Works website.

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