Resource-Sharing Specialist

Library

Summary of Duties, Responsibilities and Goals

Reporting to the Director of Collections Services, the incumbent will be responsible for managing all operations associated with the Library’s resource-sharing programs. The Resource-Sharing Specialist (RSS) searches for and borrows a wide variety of materials requested by faculty members, students, and staff. The specialist uses ILLiad ™, Innovative Interfaces Sierra, and other specialized search platforms to locate items in a variety of languages and scripts and then request them for very quick receipt at minimal cost. The RSS recruits, trains, and supervises student assistants to page and lend materials to other institutions, ensuring accuracy and high-quality scanning. As a team member in a cross-trained environment, the RSS participates in other Library activities as needed including collections and public services.

This position is represented for purposes of collective bargaining by SEIU.

Essential Functions

The RSS performs the following high-level tasks related to the Library’s resource-sharing programs:

- Locating requested materials for borrowing; identifying appropriate, cost-effective lending sources; receiving materials using ILLiad ™ and Sierra; and ensuring timely returns
- Managing the reciprocal lending program
- Communicating closely with external resource-sharing partners – domestic and international – including academic, public, and special libraries; archives; museums; and state and federal repositories
- Assisting the Head of Collections Services and the College Librarian in establishing and maintaining reciprocal lending and borrowing agreements
- Serving as the primary contact for consortial borrowing systems, such as ArticleReach and Rapid-ILL
- Performing complex bibliographic searching; interpreting bibliographic citations; communicating with vendors; verifying invoices and ensuring payments; monitoring copyright compliance needs; maintaining, gathering, and submitting statistics to the Copyright Clearance Center; and compiling and reporting resource-sharing statistics for assessment and evaluation
- Interacting closely with faculty, students, and staff by providing resources and services and resolving problems
- Exercising judgment in applying and interpreting library policies
• Hiring, scheduling, training, and supervising student assistants
• Engaging in other closely associated activities when needed

Qualifications

Required
• BA or BS and minimum two years’ academic library experience
• Excellent online searching skills
• Working knowledge of discovery and resource-sharing systems, such as OCLC, Sierra, and Illiad™
• Supervisory experience with student employees
• Superior spoken and written communication skills
• Ability to work well with students, faculty, and staff
• Strong organizational skills and the ability to learn numerous operational workflows and policies
• Ability to work independently and without close direction in a team environment
• Familiarity with document delivery and other resource-sharing operations

Preferred
• Familiarity with document delivery and other resource-sharing operations

Application Instructions

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.