



MCLS is a non-profit, member-driven organization whose mission is to facilitate sharing resources and to collaborate with other organizations to benefit Indiana and Michigan libraries.

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## **POSITION: eLicensing and Collection Resources Manager**

### ***Primary Responsibilities:***

The eLicensing and Collection Resources Manager leads and manages eResource licensing and renewals and product purchases. Provides leadership for library collection needs and in emerging areas like open access and shared print. Nurtures existing and new vendor relationships. Negotiates eResource offers and licenses that benefit libraries. Provides support for business operations, answering questions, processing orders, and troubleshooting issues related to eResource subscriptions, renewals, and purchases. Directs marketing efforts in collaboration with vendors and MCLS Marketing and Communication Coordinator. Supervises eLicensing and Collection Resources staff. Assists Executive Director in developing an annual budget as well as with special projects as assigned. Stays current and familiar with trends in library acquisitions, collections, and copyright.

### ***Characteristic Duties:***

1. Oversee all assistance and responses to inquiries for eResource product licensing, subscriptions, and purchases (e.g., databases, electronic journals, electronic books, and software).
2. Manage order processing for subscriptions, purchases, and renewals of eResources.
3. Cultivate relationships with libraries through various communication channels (e.g. email, virtual and in-person meetings, webinars, and phone calls).
4. Serve as primary liaison with vendors, developing and maintaining open communication.
5. Oversee all license activity, including negotiating license provisions and developing special offers.
6. Direct department marketing and communication efforts.
7. Work closely with MCLS accounting team on library and vendor invoices.
8. Provide management and oversight of full-time staff.
9. Stay abreast of trends in library collections and provide leadership to MCLS and libraries for future success.

### ***Related Duties:***

1. Attend MCLS staff, department, and other virtual and in-person meetings.
2. Engage actively as a member of the MCLS leadership team.
3. Attend seminars and workshops related to general professional and personal growth.
4. Maintain a widespread knowledge of overall MCLS activities and services and collaborate with MCLS staff for the betterment of the organization.
5. Attend regional and statewide meetings and conferences as appropriate.
6. Collaborate with consortium community on issues related to licensing and collection strategy.
7. Other duties as assigned.

### ***Required Qualifications:***

1. MLS (or equivalent degree) from an ALA-accredited library school.
2. 5-7 years of library experience with demonstrated management and leadership skills.
3. Experience with collection development and electronic resources acquisition, including experience reviewing contracts and negotiating license agreements.
4. Strong knowledge of library environment, trends, and issues, including open access and transformative agreement.
5. Strong organizational and project management skills.
6. Detail-oriented.
7. Ability to travel throughout Indiana and Michigan, and nationally.

8. Ability to work independently.
9. Ability to communicate effectively, verbally and in writing.

***Desired Qualifications:***

1. Business degree and/or experience.
2. Experience with open access and/or open educational resource initiatives.
3. Experience with shared print and/or prospective collaborative collection development.
4. Experience with data analysis (e.g., for library collections, product research, and market forecasting).
5. Experience seeking and/or managing grants.
6. Experience working with library consortia.

***Remote Work:***

The eLicensing and Collection Resources Manager is a remote position involving travel. A personal workspace with access to reliable networking systems suitable to access MCLS systems and to communicate must be available to the Manager at their residence.

***Salary Range:***

Minimum: \$80,000

***Supervision Received:***

Supervision received from the MCLS Executive Director

***Supervision Exercised:***

Supervise the eLicensing and Collection Resources Department staff.

***TO APPLY: Provide your cover letter, résumé/vitae, and three professional references to [jobs@mcls.org](mailto:jobs@mcls.org)  
This posting is also available to view here: <https://www.mcls.org/about-mcls/mcls-jobs/>***

***For full consideration applicant materials should be submitted by May 29, 2024.***

RECRUITER: Don Crankshaw, Crankshaw Consulting, has over 25 years of human resource experience and over 11 years of recent public library experience. His consulting services including human resources, recruitment, employee benefits, organizational development and equity, diversity, and inclusion (EDI).