



UNIVERSITY OF
GEORGIA

UNIVERSITY LIBRARIES



Acquisitions Librarian

Reporting to the Assistant Director of Collections for Acquisitions and Licensing, the Acquisitions Librarian plays a key leadership role in shaping and overseeing the Libraries' acquisitions strategy for purchased and licensed content. This position is responsible for streamlining resource procurement processes, assisting in managing the collections budget, and supporting collection development to align with the Libraries' goals. The Acquisitions Librarian also fosters strong vendor relationships, addresses order and payment issues, and ensures effective collaboration across departments. Additionally, the role includes staff leadership, including hiring, training, and performance management of a small staff, while contributing to library-wide planning, governance, and ongoing professional development.

EEO Statement

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

USG Core Values Statement

The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Please consider applying at <https://www.ugajobsearch.com/postings/417724>

Acquisitions Librarian

Duties & Responsibilities:

- Leads and manages acquisitions activities within the Libraries, overseeing the procurement of materials in various formats, such as print and digital books, monographic series, streaming video, and other resources.
- Designs and implements effective workflows incorporating current technologies and standards. Applies knowledge of professional best practices while staying current with trends in acquisitions, scholarly publishing, and academic librarianship, adapting strategies as needed.
- Supports collections budget management by maintaining accurate acquisitions data and ensuring responsible resource stewardship. Assists with fiscal transactions related to the budget and develops expenditure data to inform collection development decisions.
- Provides expertise and support for initiatives and projects within Collections department and the Libraries as needed.
- In collaboration with Department leadership, hire, train, and evaluates employees, while coordinating workflows and ensuring clarity of responsibilities. Sets performance goals aligned with Library objectives and communicates them effectively. Develops training workshops on acquisitions processes for team members and other library staff.
- Collaborates with vendors and publishers to negotiate favorable pricing for acquisitions and fosters strong working relationships. Resolves issues related to orders, receiving, and payments with vendors.
- Works closely and collaboratively with Collections Coordinators, User Services, Cataloging, Discovery and Digital Services, the Special Collections Library, and other library departments, demonstrating flexibility and cooperation.
- Engages in library-wide planning and governance, contributing effectively to a collaborative decision-making environment.
- Pursues research and scholarly endeavors to advance knowledge and contribute to the field.
- Participates in relevant local, national and state-wide professional organizations.



Salary and Benefits: Salary is \$60,000–\$70,000. UGA librarians are non-tenured faculty members. UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, vision plan, tuition remission, paid relocation, 21 days annual leave, 12 days sick leave, and 13 paid holidays.

Acquisitions Librarian

Minimum Qualifications:

- An ALA-accredited Master's in Library and Information Science or relevant terminal degree

Candidates will be considered at the rank of Librarian I, II, III, or IV.

- To be considered at the level of Librarian/Archivist II, candidates must have 2 years of professional experience after completion of their master's degree in librarianship/information science, or 2 years of professional experience after completion of their terminal degree in a related field.
- To be considered at the level of Librarian/Archivist III, candidates must have 5 years of professional experience after completion of their master's degree in librarianship/information science, or 5 years of professional experience after completion of their terminal degree in a related field.
- To be considered at the level of Librarian/Archivist IV, candidates must have 10 years of professional experience after completion of their master's degree in librarianship/information science, or 10 years of professional experience after completion of their terminal degree in a related field.

For more information about the requirements for the Librarian ranks, please visit this link:

[Guidelines for Librarian/Archivist Faculty Rank and Promotion](#)



Relevant/Preferred Education, Experience, and/or Certification:

- Two or more years of experience leading, supervising, or mentoring others.

Preferred Knowledge, Skills, Abilities and/or Competencies

- Excellent analytical and communication skills
- Understanding of Integrated Library Management Systems, such as ExLibris Alma or FOLIO
- Ability to effectively supervise, mentor, and support professional growth among library staff.
- Familiarity with data/metadata formats and standards used in libraries, such as COUNTER or MARC
- Proficiency with Microsoft Office Suite, especially Excel and Power BI and Microsoft productivity tools
- Ability to successfully navigate issues relating to copyright, fair use, and rights management.
- Demonstrated understanding of trends in open access to scholarly materials and publishing services.
- Excellent project management skills
- Ability to work independently and collaboratively
- Strong attention to detail

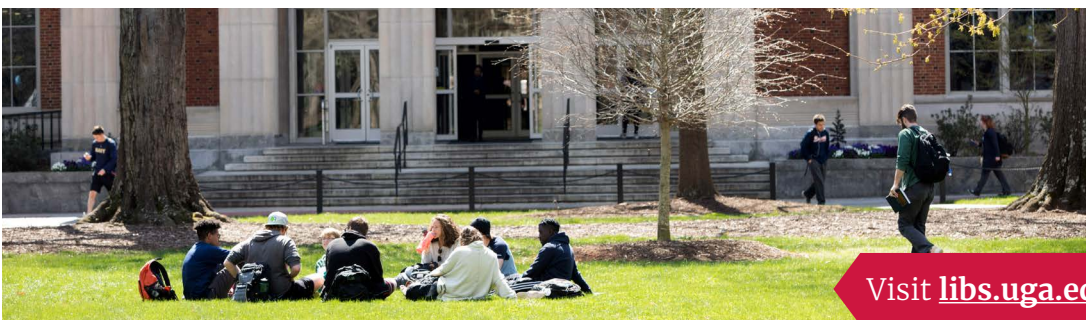
About the University of Georgia

Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (<https://www.uga.edu/>). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,000 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.



About University Libraries

The UGA Libraries advance the University of Georgia's mission by providing the best possible access to recorded knowledge, actively contributing to the success of students and faculty through teaching and research services provided in physical and virtual environments, exemplifying the University's strategic priority to serve the people of Georgia and beyond, and upholding the University's commitment to inclusive excellence. A member of the Association of Research Libraries with 75 faculty librarians and archivists, 150 staff and nearly 200 student workers, the UGA Libraries receive more than three million visits per year on average and provide services at nine locations across the Athens campus, among them the Main Library, Miller Learning Center, McBay Science Library, Special Collections Libraries, and Health Sciences Carnegie Library. The UGA Libraries offer nationally distinctive special collections related to Georgia's history, politics, and public policy, and preserves one of the foremost media collections in public broadcasting. The UGA Libraries provide IT support for Georgia Library Learning Online (GALILEO), Georgia's statewide virtual library initiative, and is home to the UGA Press and Georgia Review literary journal. Please visit libs.uga.edu for more information.



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About the City of Athens

Athens is a vibrant college town filled with creative energy. The city is located along the North Oconee River in Clarke County, in northeast Georgia just below the foothills of the Blue Ridge Mountains and only a few hours' drive from the Atlantic coast. In 1801 it was chosen as the site of Georgia's first state college and named Athens after the city in Greece.



Nicknamed the Classic City, Athens is best known for great music, a happening food scene, and of course the Georgia Bulldogs, winners of the 2021 College Football National Championship. In the spring, the city's Twilight Criterium, one of the country's largest cycling events, attracts both cyclists and spectators. Athfest, a local music festival held on outdoor stages and in venues around town takes place each summer, and the Hot Corner Festival celebrates the African American business community and culture each June. On autumn Saturdays the town swells as football fans flock to cheer on the University of Georgia Bulldogs. In recent years the town is becoming known around the Southeast for its great breweries like Creature Comforts and Terrapin. Filled with historic architecture and home to the State Botanical Garden of Georgia, Athens is a unique blend of traditional heritage and trend-setting southern culture.

In 1990, the city of Athens and Clarke County combined to form a unified government. Home to more than 100,000 residents, the top three employers include the University of Georgia, Piedmont Regional Healthcare System, and the Athens-Clarke County School District. With more than 12,000 enrolled students, the Athens-Clarke County School District is proud to serve a diverse population across 14 elementary schools, 4 middle schools, and 2 high schools, as well as an early learning center and community career academy

Special Instructions to Candidates:

Applicants should attach a 1-2 page letter of interest, a complete CV, and the names, titles, and contact information of three professional references. The University of Georgia Libraries wish to emphasize that preferred qualifications are not required and we are committed to helping our future colleagues

develop preferred knowledge, skills and abilities. Applicants are encouraged to communicate the ways in which their work meets required or preferred qualifications in ways that may not be obvious. Candidates are encouraged to submit their materials by April 7, 2025, however, the position will remain open until filled.



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Questions? Email libjobs@uga.edu