

Job Description

Job Title:	Acquisitions Associate
Department:	Library
Reports To:	Acquisitions Manager
Jobs Reporting:	None
Salary Grade:	6
Effective Date:	January 2016

Primary Purpose

The Acquisitions Associate facilitates accurate and timely acquisition and renewal processes and workflows for information resources, in both print and electronic. The incumbent participates in the budget rollover process, fiscal year-end closing, and in the documentation of unit workflows. Working closely with Liaison Librarians, the Acquisitions Manager, and Department Heads, the incumbent facilitates fiscally responsible, timely acquisitions, including vendor discount applications, vendor performance reporting, duplication reporting, budget transfers and maintenance, and suggesting workflow enhancements.

Key Accountabilities

As a member of the Collection Development Department, the Acquisitions Associate acts as an effective, collaborative, supportive team member by:

- Working closely with members of the Department as well as the Cataloguing Department Receipt Unit
- Providing recommendations for acquisitions sources and methodologies, as appropriate
- Recommending ways to avoid duplicate purchasing, helping the Library achieve fiscal efficiencies
- Communicating effectively with publishers/vendors to enhance relationships, identify purchasing options, ensure the application of discounts, and troubleshoot access and purchasing issues
- Participating in departmental reviews and working group

Utilizes acquisitions processes related to the ordering, renewal, and cancellation of print and electronic resources by:

- Placing orders in a timely, fiscally-responsible manner
- Actively reviewing orders, renewals, and cancellations with the selectors and the appropriate Department Head, Information Services and Resources (ISR), for example:
 - Identification of print to package duplication and cancelling print duplicate
 - Identification of standing orders and approval duplication and recommending a block on one
 - Identification of price and content changes for ongoing subscriptions
 - Ensuring split payments are agreed to by all parties, and noted
- Completing renewals and cancellations in a timely manner, including the proactive consultation with Liaison Librarians and the Acquisitions Manager
- Communicating subscription and standing order changes to the appropriate library staff members

Support timely, accurate accounts payable processes as well as budget rollover and closing of the fiscal year, by:

- Communicating acquisitions budget updates to reflect one-time and permanent simple/complex transfers
- Completing budget transfers and maintenance processes under the guidance of the Acquisitions Manager

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- Ensuring completion of fiscal closing processes in areas of accountability
- Researching and addressing budget inconsistencies with Liaison Librarians, including the compilation of historical change reports
- Communicating relevant changes to vendor statuses in an accurate and timely manner

Provides critical support to the eResources Access area, including:

- Verifying entries in the OpenURL resolver and Knowledge Base
- Adding, editing, and deleting information in the OpenURL resolver and Knowledge Base
- Ensuring license information appears properly in given citation links
- Communicating issues and assisting in troubleshooting, as required

Required Qualifications

Education

- Bachelor's degree or equivalent in education/experience

Experience

- Experience working effectively in a service oriented environment
- Experience with very detail-oriented processes, requiring an exceptional degree of accuracy
- Experience with MS Excel (Intermediate), MS Word

Assets:

- Experience in library operations, particularly knowledge of acquisitions would be an asset
- Experience with print and electronic information resources procurement processes in a higher education setting
- Experience working with an Integrated Library System (i.e. Library Catalogue staff-facing side), Acquisitions Module and ERM

Knowledge/Skills/Abilities

- Demonstrated ability to analyze and resolve problems and to prioritize multiple tasks in an environment with frequent interruptions
- Proven self-starter with demonstrated commitment to process improvement
- Proven ability to foster positive working relationships and partnerships; excellent oral and written communication skills
- High level of comfort working with software applications, including Excel
- Awareness of licensing processes for electronic products
- An understanding of library record structures

Nature and Scope

- **Contacts:** Internally, communicates with staff in the library to present/describe/analyze information and to obtain decision/action on issues. Externally, communicates with vendors to present/describe information, obtain action on issues, establish relationships, place orders, advocate for discounts and credits, ensure order completion and appropriate access is established.
- **Level of Responsibility:** Responsible and accountable for the timely, fiscally-responsible, acquisitions, orders/renewals for over 50,000 resources/year. Works closely with other staff to develop and act on recommendations and implement decisions.
- **Decision-Making Authority:** Responsible for triggering review of orders, renewals. Responsible for application of collection principles to decide to cancel duplicated titles. Responsible for addressing vendor performance issues, troubleshooting orders and invoice issues, and deciding when to investigate price increases. Responsible for identifying required ledger transfers. Responsible for problem-solving daily issues in area of responsibility. Works with manager and others to solve more complex problems.

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- **Physical and Sensory Demands:** Minimal exposure to conditions typical of a position in a fast-paced office environment, with frequent urgent demands.
 - **Working Environment:** Exposure to conditions associated with urgent, time-sensitive activities and troubleshooting.