Weill Cornell Medicine
Samuel J. Wood Library & C.V. Starr Biomedical Information Center

Position Description:

Position Title: Electronic Resources Librarian
Status: Full Time, Academic/Faculty – Non-Professorial Track
Department: ITS
Division: The Samuel J. Wood Library and C.V. Starr Biomedical Information Center
Immediate Supervisor: Head, Resource Management
Senior Manager: Terrie Wheeler, Director
Location: Upper East Side – Manhattan location
Date Created/Revised: 10/18/2022/ Revised 11/7/2022
Supervises Staff: No
Number of Hours: 35
Salary Range: $75000 - $95,000

Weill Cornell Medicine provides the above salary range in compliance with the New York City law on Salary Transparency in Job Advertisements. The salary range listed is for full-time employment not including bonuses, clinical incentive compensation, or benefits. Actual salaries depend on a variety of factors including but not limited to internal equity, specialty, training, and hospital/community needs.

The above salary range for New York City based roles represents WCM's good faith and reasonable estimate of possible compensation at the time of posting.

POSITION SUMMARY

The Samuel J. Wood Library and C.V. Starr Biomedical Information Center is a transformational library serving Weill Cornell Medicine (WCM) and NewYork-Presbyterian Weill Cornell Medical Center (NYP/WCM). We are seeking an e-Resources Librarian to join our Resource Management Team. This team is a group of talented professionals working collaboratively to support the research, care, and teaching missions of WCM. This position works closely with colleagues and vendors to improve the discovery and retrieval of e-Resources across WCM's campuses. This forward-thinking, collaborative role participates in the development and execution of local policies and initiatives involving e-Resources while upholding the Wood Library's commitments to innovation, user-centered design, and the creation of diverse, equitable, and inclusive spaces and services. This position reports to the Head, Resource Management and collaborates with Information Technology and Services (ITS) staff to ensure optimal resource configuration and ease of use, and with library directors of regional affiliates to ensure that all users receive appropriate levels of access to the Wood Library's electronic resources collection. This position will collaborate with Research Informatics and Scientific

Computing to establish appropriate metadata controls on licensed electronic resources, as well as to establish a metadata schema that will enable research data created at WCM to be FAIR (findable, accessible, interoperable, and reusable).

POSITION ACTIVITIES

1. Establish and maintain an electronic resource environment that is accessible from multiple campuses/remotely and by appropriate user groups
2. Establishes publisher / vendor relationships related to maintenance of online resources
3. Establish and maintain a common metadata framework for use in identifying commercial, open source and research data resources or analyze and standardize system-wide processes for selection of metadata sets from a wide variety of knowledgebases and external sources for quality, completeness, and timeliness
4. Create and maintain high-quality metadata records for a wide variety of biomedical research data products
5. Responsible for maintaining content for online resources including eBooks, online journals, and databases using e-Resource access and management service tools
6. Provides support, maintenance, and implementation of the library's broad range of systems and platforms to improve access to and discovery of library entitlements
7. Troubleshoot and work to resolve complex access and technical problems, debug metadata-related software issues, respond to reported issues, and work with internal and external partners to fix issues in a timely manner
8. Provides recommendations for the design, organization, and content of the library website and library content management systems
9. Help develop solutions for storing and retrieving metadata and other information related to the processing, publication, and distribution of scientific data products
10. Create and establish optimal procedures for obtaining, reviewing, editing, and batch-loading MARC and others records into the library's discovery platforms and catalog
11. Based on peer networks, develop best practices to collect, crosswalk, and prepare non-MARC metadata for ingestion into the ILS.
12. Document processes and workflows
13. Provides professional reference, informational, and consultation services to faculty, students, and staff supporting their education, teaching, and research needs
14. As a faculty member, actively seek out grants to grow innovation efforts, and contribute to library-wide activities. Collaborates with colleagues inside and outside of the library on projects of mutual interest.
15. Other duties as assigned

MINIMUM REQUIREMENTS

1. A Master's degree from an ALA (American Library Association) accredited library school and 1-2 years of professional experience
2. Understanding of bibliographic records, cataloging practices and the lifecycle management of electronic resources including acquisition, licensing, discovery, access, maintenance, and evaluation

3. Familiarity with current and emerging technologies and standards that pertain to electronic resources management, access, and knowledge of metadata standards
4. Familiarity with batch record harvesting, editing, loading procedures and tools including MarcEdit, OpenRefine, Excel, and web-scraping techniques
5. Understanding of usage metrics such as SUSHI protocol and COUNTER data
6. Excellent written and oral communication skills with a demonstrated ability to communicate effectively both in person and virtually using a variety of media and technologies with internal colleagues and external stakeholders and vendors
7. Demonstrate strong attention to details with excellent analytical, interpersonal, time management, organizational and problem-solving skills
8. Demonstrated initiative, ability to manage multiple projects, ability to think strategically with a demonstrated success at bringing concepts to realization while meeting deadlines

PREFERRED QUALITIFICATIONS

1. Understanding of databases, data structures, and design patterns
2. Experience with ExLibris Alma/Primo, Ezproxy, OCLC Connexion and other library systems
3. Working with e-Resource lifecycles across library functions (discovery, cataloging, acquisitions) and how e-Resources are managed within integrated library systems (ILSs), knowledgebases, and third-party discovery systems.
4. Experience gathering and analyzing system requirements
5. Commitment to engage independently in continuing professional development
6. Ability to work with API's and write JSON or SQL queries
7. Bonus points if you can write a decent Python script

WORKING CONDITIONS

Position requires working in an office environment where there are a few physical discomforts such as dust, dirt, noise, and the like. Routine meetings and clinical staff interactions in patient care areas are required.   The ability to work more than 40 hours a week, off-hours, and weekends during periods of heavy workload is required. Travel between office locations, primarily within Manhattan, is required. Occasional travel to affiliate locations such as NYP/Queens, NYP/Brooklyn, and NYP/Westchester, Ithaca, NY, and Doha, Qatar, may also be necessary.

Diversity, equity, and inclusion are part of Weill Cornell Medicine's core values and are essential to achieving excellence in patient care, research, and education. We welcome applications from candidates who share our commitment to fostering a culture of fairness, equity, and belonging.

Weill Cornell Medicine is an Equal Employment Opportunity/ Affirmative Action Employer and does not discriminate against any employee or applicant for employment based on age, race, color, religion, sex, sexual orientation, creed, national origin, marital status, disability, citizenship, veteran status, or any other status protected by federal, state, or local law.

PRIVACY NOTICE

As part of the Clinical Medical Librarian Team this position could have exposure and/or access to protected health information (PHI) or Personally Identifiable Information (PII) as part of normal duties. Access to data within systems that contain significant portions of confidential staff or even medical records may be necessary for completion of daily tasks. This might occasionally include participation in teaching within patient care areas such as the hospital.

With regard to HIPAA and protection of employee, student, subject, and patient privacy, it is the responsibility of each WCMC employee to limit viewing of PHI and PII to the minimum as necessary to perform assigned duties.

WEILL CORNELL MEDICINE

Founded in 1898 and affiliated with what is now NewYork-Presbyterian Hospital since 1927, Weill Cornell Medicine is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of Cornell's triple mission of education, research, and patient care.

Weill Cornell Medicine's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medicine continues to cultivate the best of tomorrow's leaders in the field of medicine.

http://weill.cornell.edu