Purdue University Libraries and School of Information Studies seeks an innovative and engaged Head of Access Services to cultivate a forward-looking, collaborative environment and set high user-centered service standards.

This position reports to the Assistant Dean for Collections and Access and serves on Libraries management and leadership groups that set priorities and goals for services. The Head keeps the Assistant Dean informed of significant issues and developments in the unit and communicates appropriate information from library administration and other library units to Access Services staff. The Head also works closely with the Assistant Dean to assess interlibrary loan (ILL) usage data to inform local collections decisions and to manage ILL-related budgets. This position represents Purdue in all Big Ten Academic Alliance and Academic Libraries of Indiana Resource Sharing and Reciprocal Borrowing initiatives.

Responsibilities:

- Provides overall leadership and directly oversees the day-to-day operations of the Access Services department that includes Interlibrary Loan (ILL)/Document Delivery (DD) and Circulation services. Hires, trains, supervises, and mentors five (5) full-time staff.
- Coordinates circulation services across all Purdue libraries in collaboration with multiple library operations managers.
- Responsible for the administration and configuration of the fulfillment module within the integrated library system.
- Leads the Libraries’ Fulfillment Services Working Group, whose charge is to provide superior customer service by establishing consistent and best practices, identifying/resolving common issues/problems, recommending policy, and troubleshooting issues with internal libraries and departments.
- Develop and communicate policies with other campus units as well as external and consortial partners.
- Collects and analyze use statistics, prepare reports, and make recommendations for interlibrary loan and circulation services in accordance with the Libraries strategic goals.
• Participates in regional, national, and international resource sharing discussions. Maintains awareness of commercial vendor developments relevant to resource access.
• Monitors technological developments relating to all ILL & DD services with an eye toward innovation and service improvement. Makes recommendations for purchase of new equipment and software.

Required Qualifications:
• Master's degree of Library Science or Master's degree of Library Information Sciences from an ALA-accredited program or equivalent.
• 3 years of library access services/circulation experience.
• Supervisory experience in a library or higher education setting.
• Knowledge of library interlibrary loan and circulation practices, systems and principles, including copyright and fair use.
• Experience creating and analyzing statistical reports.

Desired Qualifications:
• Experience working with ExLibris products.
• Experience working in an academic library.

Further information about Purdue University Libraries, the University and the community will be found at: www.lib.purdue.edu/about/employment.

Environment: Purdue University Libraries (PUL), recipient of the 2015 Award for Excellence in University Libraries from the Association of College and Research Libraries (ACRL), is at the forefront of academic librarianship and redefining the role of the academic, research library in learning, discovery, and engagement activities of the University. Libraries faculty and staff are deeply involved in information literacy instruction and instructional design, redefining of learning spaces, scholarly communication, data management, and global outreach. Purdue Libraries faculty have expanded their collaborative endeavors with disciplinary faculty in integrating information literacy into the core curriculum. PUL is home to the first endowed chair in information literacy in the United States, established in 2008.

Purdue University Libraries is committed to advancing diversity in all areas of faculty effort, including scholarship, instruction, and engagement.

Opened in August 2017, the Thomas S. and Harvey D. Wilmeth Active Learning Center brings together six science and engineering libraries into a building that also houses 27 active learning classrooms that seamlessly integrates learning and classroom spaces at the very heart of the campus.

Purdue Libraries is a leader in the areas of data curation and library publishing services. Accomplishments in data curation include the development of the Data Curation Profiles Toolkit and the Purdue University Research Repository (PURR). PURR provides an online,
collaborative working space and data-sharing platform to support the data management needs of Purdue researchers.

Purdue Libraries is an active member of state, regional, national, and international associations and consortia, including the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Coalition for Networked Information (CNI), SPARC, the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), the International Federation of Library Associations and Institutions (IFLA), and the Research Data Alliance (RDA).

Purdue Libraries is a founding member of both HathiTrust and DataCite. Purdue was one of four universities that collaborated with Ex Libris, Inc., on its Alma integrated library system, the next generation library management system. Collaboration and partnerships are hallmarks of Purdue Libraries both on and off campus, including partnership with ITaP (Information Technology at Purdue) and the Purdue Office of Research and Partnerships to provide assistance with funder data requirements.

Purdue University (http://www.purdue.edu/), located in West Lafayette, Indiana, in the historic Wabash River valley, is one hour from Indianapolis and two hours from Chicago. Renowned nationally and internationally for its programs in engineering, science, agriculture, and business, the University has over 43,411 students and 16,773 employees. Purdue is a member of the Association of American Universities (AAU), Association of Public and Land-grant Universities (APLU), and the Big Ten Academic Alliance (BTTA). Purdue has the fourth highest enrollment of international students among public U.S. universities, with 8,936 undergraduate, professional, and graduate students in 2018.

The greater Lafayette area (http://www.homeofpurdue.com/) provides diverse cultural, social, and recreational activities.

“Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.” From Nondiscrimination Policy Statement, Purdue University http://www.purdue.edu/purdue/ea_eou_statement.html.

Salary and benefits:
Salary commensurate with experience in the context of Purdue University’s salary structure.

Purdue provides a generous fringe benefit package that includes retirement benefits as well as health, disability and life insurance, 22 annual vacation days, and tuition support for employee, children, and spouse/same sex domestic partner. Purdue University is responsive to the needs of dual career couples.

Relocation funding will be available and discussed on a case-by-case basis.
A background check will be required for employment in this position

**Application process:**
For consideration submit resume and apply online for this staff position at:
https://careers.purdue.edu Requisition #3097

A cover letter is required for consideration for this position. The cover letter must include your interest in and qualifications for the position, as well as your past experiences, current interests or activities, and/or future goals to promote a climate that values diversity and inclusion.

*This position announcement can also be found at:*  www.lib.purdue.edu/about/employment.

*Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.*