Samford University Library
(12-month, non-tenure track)
September 1, 2026
Revised: To extend application deadline from November 1, 2026 to December 1, 2026.

Position: Metadata and Discovery Librarian for Electronic Resources and Serials

Start Date: Immediately upon the completion of the candidate search process.

The Samford University Library is seeking an energetic and innovative individual to serve as the Metadata and Discovery Librarian for Electronic Resources and Serials.

The librarian in this position reports to the chair of the Cataloging Department, which is composed of three librarians and two staff members. The successful candidate will be responsible for managing the library's discovery services and for establishing and maintaining comprehensive intellectual control of and access to electronic resources and print serials at Samford University Library. Specific duties are listed below.

Responsibilities

- Manages and administers the library's web-scale discovery platform (EBSCO EDS).
- Develops and maintains policies, procedures, and documentation related to discovery and electronic resources.
- Identifies, troubleshoots, and resolves electronic resource and discovery issues.
- Catalogs electronic resources and print serials to ensure accurate discovery and access.
- Activates, updates, and maintains electronic resource collections and holdings.
- Collects, analyzes, and interprets collection and usage statistics for annual university reporting and ACRL surveys.
- Coordinates with the Associate Dean (Chair of Collection Management) in all issues concerning the management of electronic resources and serials.
- Contributes to implementing the mission of Samford University Library and stays abreast of emerging trends and best practices related to electronic resources and serials.
- Performs other duties as assigned.

Required qualifications

- ALA-accredited master's degree in library or information science.
- One year of professional or high-level paraprofessional experience in technical services at an academic library.
- Experience with cataloging print serials and electronic resources.
- Knowledge of web-scale discovery tools.
- General understanding of electronic resources management tools such as OpenURL resolvers, proxy systems, knowledge bases, and electronic resource management systems.
- Knowledge of KBART.
- Knowledge of MARC bibliographic and authority formats; familiarity and ease with Microsoft Excel; familiarity with a bibliographic utility, preferably OCLC Connexion.
- Familiarity with electronic resources tools, such as knowledgebases, link resolvers, and discovery services.
- Experience with both an integrated library system and an electronic resource management system.
- Ability to identify and troubleshoot electronic resource access problems.
- Ability to perform work with accuracy and perseverance; ability to work cooperatively and independently, with initiative and good judgment.
- Excellent interpersonal skills including oral and written communication and presentation skills.

Preferred qualifications

- Three years of professional or high-level paraprofessional experience in technical services at an academic library.
- Knowledge of RDA, Library of Congress Subject Headings, and Library of Congress Classification.
- Familiarity with EBSCOadmin, EBSCONET, and EBSCO Experience Manager (EEM), OCLC Connexion, OCLC Local Holdings Maintenance, and COUNTER Release 5.1.
- Knowledge of the Federal Depository Library Program (FDLP) and general guidelines for cataloging electronic government document records.
- Experience with system migrations.
- Familiarity with the MarcEdit software.
- Ability to implement and adapt to evolving technology.
- Demonstrated ability to manage complex workflows and projects.

Rank and Salary

Twelve-month, non-tenure track, faculty appointment; salary commensurate with experience; generous benefits/vacation package; tuition remission available

About Samford

Located in the Homewood suburb of Birmingham, Alabama, Samford (samford.edu) is a leading Christian university offering undergraduate programs grounded in the liberal arts with an array of nationally recognized graduate and professional schools. Founded in 1841, Samford enrolls 6,324 students from 44 states, Puerto Rico and 16 countries in its 10 academic schools with 450 full-time faculty. Samford is ranked #3 in the nation for career preparation and #8 in the nation for student learning opportunities as listed in *The Wall Street Journal* (2026). The University is dedicated to the promotion of rigorous academic inquiry in a Christian setting. The University seeks and prefers employee applicants of the Christian faith and offers competitive salaries with a generous benefits package.

Application Procedure

Review of applications will begin immediately and will continue until December 1, 2026. Candidates should submit all application materials, including a letter of interest, current resume, Application for Faculty Position, Faculty Applicant Christian Mission Statement, and professional references. The successful candidate must pass a background check, and applicants must be authorized to work in the United States, as Samford will not sponsor any employment visas for this position.

"Application for Faculty Position" can be found at:
https://www.samford.edu/departments/files/Human_Resources/application-for-faculty-employment.pdf

"Faculty Applicant Christian Mission Statement" can be found at:
https://www.samford.edu/departments/files/academic-affairs/Faculty-Applicant-Christian-Mission-Statement.docx

Please submit all materials in PDF format to: FACAPP@samford.edu
Subject: Metadata Librarian Faculty

For questions, please email or call Jaroslaw Szurek **at:** jszurek@samford.edu; tel. (205) 726-4136

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status under federal, state or local law applicable to the University, in its education policies, programs, and activities, in its admissions policies, in employment policies and

practices, and all other areas of the University. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination.