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## Acquisitions Librarian Resume

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### Job Objective

A well organized Acquisitions Librarian seeking a job in your company.

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### Highlights of Qualifications:

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- Highly experienced in ordering, acquisitions, monitoring and documentation of library resources
  - Profound knowledge of library acquisitions and collection development principles and practices
  - Outstanding knowledge of cataloging, serials module management and digital acquisitions trends
  - Proficient in using integrated library system, bibliographic utilities, Microsoft Office Suite
  - Ability to establish and maintain positive professional relationships with library journal vendors and publishers
  - Ability to manage library acquisition budget and move loaded book-carts
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### Professional Experience:

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Acquisitions Librarian  
Tulane University  
August 2012 – Present

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### Responsibilities:

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- Placed, managed, and reviewed ordering of library materials and resources in all formats.
- Contacted and worked with appropriate vendors for acquisitions and collection of library resources.
- Checked incoming orders and materials and detected potential licensing issues.
- Prepared and provided management reports and usage statistics related to acquisitions.
- Trained staff in use of online acquisitions tools and assisted with resolution of acquisition issues.
- Created, documented, and implemented acquisition policies for library.

Acquisitions Librarian  
University of Pennsylvania  
May 2009 – July 2012

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### Responsibilities:

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- Acquired, checked, and reviewed all print, electronic, and online library materials.
  - Participated in collection development activities and assisted with Reference Desk services, as required.
  - Developed, managed, and monitored acquisitions budget for library.
  - Created and maintained strong business relationships with all vendors.
  - Selected, employed, trained, and supervised staff and student volunteers.
  - Prepared and maintained assessment data, budget reports, and purchase records.
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### Education:

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Master's Degree in Library Science  
Northwestern Health Sciences University, Bloomington, MN

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