



Are you a driven, enthusiastic medical librarian with experience supporting medical, academic and/or health science libraries and looking for part-time project-based work? If so, we want to talk to you!

More detail on our library and research services can be found on our website at www.hpcinternationalinc.com > **Librarian.**

What We Offer:

- Competitive hourly wages
- Flexible workdays

What You'll Be Doing:

- Managing collection development, including the evaluation and selection of print and electronic books, newspapers, journals, and research databases.
- Negotiating the purchase and licensing of library contracts and subscriptions for assigned client libraries.
- Preparing and monitoring library budgets and making financial recommendations.
- Conducting literature searches using a variety of health sciences research databases (PubMed/Medline, etc.)
- Developing, building, updating and maintaining virtual library portals using various content management platforms such as Springshare LibGuides, TDNet, and others.
- Providing document delivery service using the National Library of Medicine's Docline/ILL system.
- Assisting assigned client libraries with updating and maintaining their library operations policies.
- Assisting assigned client libraries with coordinating vendor demos of various subscription products and tools, as requested.
- Promoting library resources and services.
- Preparing library usage reports and statistics.

What You'll Need to Succeed:

- Masters of Library Science (MLS) or Masters of Library and Information Science (MLIS) from an accredited program.
- 4+ years professional experience in a hospital or health sciences library
- Knowledge of library systems, subscription resources, medical and scientific journals, evidence-based decision support tools, research databases, library platforms, common library operations and procedures, bibliographic tools, and copyright compliance and restrictions.
- Exceptional customer service delivery and meticulous attention to detail.
- Knowledge of the annual collection development, budget approval and subscription renewal process for a medical library and the ability to coordinate and lead these processes annually in an organized manner.
- Ability to work well independently.

Preferred:

- Academy of Health Information Professionals (AHIP) certification
- Prior experience in a virtual/remote librarian position, a plus.
- Prior experience building a brand new online virtual library web portal, a plus.
- Prior experience assisting with research/writing for “rapid reviews” (condensed literature reviews on a variety of medical/health topics), a plus.

This job description is a general overview of the position and does not include every task and responsibility that the Medical Librarian position may entail.

Who We Are:

Founded in 1996, HPC is the partner that companies and healthcare organizations turn to for all their book & e-Book needs this would include medical coding books, patient education materials, study materials, nursing & pharmacy guides, magazines, any book an organization would need HPC can get. HPC is a vetted supplier with national Group Purchasing Organizations (GPO's) – including HealthTrust, Vizient (formerly Novation + MedAssets) and Premier – which provide access to trusted vendors like HPC for thousands of hospitals, health systems, IDN's, clinics, physicians, K-12 schools, universities and corporations across the U.S. HPC is the preferred supplier partner on these contracts for books/publications, library services and education/concierge services.

Sounds great, right? Here's what's next –

Apply online, email your resume to klee@talenttrust.com, or text “HPC Sales” plus your name to 720-734-6614

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