

Jeff Grossman

Summary of Qualifications

Currently Head of Collection Services at Xavier University, leading the Library's collection development and management, guiding the formulation, implementation and evaluation of all collections activities for all formats. Former Electronic Resources Librarian at Colorado Mesa University. Expertise in E-resource management, contract review, vendor negotiations, consortial agreements, and shared collections. Progressed from a part-time evening librarian to Manager of Library and Information Services at Milwaukee Area Technical College. Implemented an Ill Millennium system from RFP to live. Instituted a number of initiatives, including wireless computers, ebooks, video streaming, embedded Librarians, RFID, electronic reserves, Information Literacy instruction, and greatly expanded library access.

Professional Experience

Head of Collection Services, 2019 - current
Electronic Resources Librarian, 2014 - 2019
Manager, Library and Information Services, 2012 – 2014
Librarian, Milwaukee Area Technical College, 1993 – 2012
Interim District Librarian, March – November 2000 & November 2011 – 2012
History Instructor, 2004 – 2009
Book reviewer, *Library Journal*, 1987 – 2003

McDONALD LIBRARY, XAVIER UNIVERSITY

2019 –

Head of Collection Services

- Administration of library collection development and management program.
 - Guides the formulation, implementation and evaluation of all collections activities for all formats.
 - Directs and analyzes collections assessment initiatives.
 - Provides assessments of collection space and projected growth for specific collections. Oversees collection weeding and collection updating.
 - Coordinates the processing of damaged, missing and lost materials; recommends repair treatment and replacement orders for withdrawn materials.
- Administration of library materials budget.
 - Allocates and monitors overall library materials budget.
 - Provides and communicates allocations for academic department materials budgets.
 - Coordinates the gathering of collection statistics and budget information for academic department accreditation and self-study reviews.
 - Assists in coordination of liaison program for academic departments.
- Administration of orders and renewals.
 - Approves firm orders and renewal of subscriptions in all formats.
 - Reviews and approves new journal requests from faculty.
 - Evaluates and responds to proposals for consortial purchases of electronic resources.
 - Oversees the maintenance of database usage statistics files; coordinates database trials.
- Manages Collection Services, supervising the Acquisitions Librarian and Head of Collection Management.
- Serves on library leadership team.
- Serves as a member of the professional librarian team and is the library liaison to Biology, Chemistry, and Physics.

TOMLINSON LIBRARY, COLORADO MESA UNIVERSITY

2014 – 2019

Electronic Resources Librarian

- Coordinates the acquisition of electronic databases with the Library Director.
- Negotiates contracts with vendors including financial terms, contract language, and special provisions.
- Reviews vendor contracts for language not allowed by Colorado law or University purchasing guidelines as well as clauses possibly detrimental to the University.
- Manages the electronic databases and the Ebsco Discovery Service customization.
- Evaluates the electronic collection for areas of potential growth and resource overlap.
- Performs reference services in multiple formats, including chat, email, and face-to-face.
- Plans and teaches library instruction sessions.
- Serves as the liaison for the psychology, sociology, and social work programs.
- Coordinates information technology assistance for the library staff.
- Represents the library on the Colorado Alliance of Research Libraries Shared Collection Development Committee.
- Provides copyright training to faculty members and advises library staff on copyright issues.

LIBRARY, MILWAUKEE AREA TECHNICAL COLLEGE

1993 – 2014

Manager, Library and Information Services

October 2012 – October 2014

- Advocated for, and oversaw the first major Library renovation at the Milwaukee Campus in over 40 years.
- Allocated and managed library budgets for all MATC campus libraries.
- Supervised 34 full and part-time librarians and clerical staff persons at the Milwaukee Campus Library and the three regional campus libraries.
- Evaluated employees according to mutually agreed upon measurable goals and activities.
- Continually encouraged staff to find innovative solutions and approaches to challenges.
- Developed staff members by encouraging collaboration, professional development, and mentoring.
- Planned and facilitated staff meetings and other meetings on campus.
- Negotiated with vendors on new and existing database licenses as well as other electronic resources.
- Developed, planned, and managed the capital equipment (over \$300,000) and operating budgets (\$1.5 million).
- Oversaw the hiring of Librarians and support staff.
- Served on a number of Committees including Academic Technology and Quality Improvement.

Interim District Librarian

March – November 2000; November 2011 – October 2012

- Allocated and managed library budgets for all MATC campus libraries.
- Supervised 21 librarians and clerical staff persons at the Milwaukee Campus Library and coordinated the three regional campus libraries.
- Developed pilot programs to use technology to improve student learning.
- Improved user experience with our electronic book collection.
- Planned and ran staff meetings and other meetings on campus.
- Negotiated with vendors on new and existing database licenses as well as other electronic resources.
- Developed, planned and managed the capital equipment budget.
- Planned minor remodeling projects at all campuses.
- Oversaw the hiring of Librarians and support staff.

Electronic Resources Librarian

2007 - 2012

- Coordinated the acquisition of electronic resources, including eBooks and full text databases.
- Managed the electronic resource collections, including maintaining MARC records and communicating with vendors.
- Evaluated the electronic collection for areas of potential growth and resource overlap.
- Planned and taught library instruction classes.
- Managed the Library's electronic resource budget, including requesting additional funds for collection growth.
- Maintained the Library system software and database (III Millennium)

South Campus Librarian

1995 -2007

- Managed the day-to-day operations of the South Campus Library, including providing reference services in-person, via email, or by phone.
- Planned and taught library instruction classes.
- Worked with faculty, staff, and students to develop the library's collection.
- Supervised 1 full-time clerk, 1 part-time librarian, and 2-4 student workers.
- Allocated and monitored the library's materials budget.
- Hosted events such as an annual coffee breaks and poetry readings.
- Performed cataloging of library materials.
- Selected library materials based on curriculum needs.
- Participated in electronic database selection committees.

- Maintained the Library system software and database (III Millennium)

Head of the Library System Selection and Implementation Team

2003 – 2005

- Developed the RFP for a new library system.
- Interviewed and evaluated bidders for the new library system..
- Prepared the data for migration from the old Sirsi system to III Millennium.
- Evaluated and refined the database before implementation.
- Coordinated training with the III staff and trainer.
- Scheduled training for remaining staff.

Evening Librarian, South Campus

1993 - 1995

- Performed reference and circulation services for evening patrons.
- Suggested library materials for the collection.
- Maintained annual report and college catalog collections.

HISTORY INSTRUCTOR

2004 – 2009

Instructor, Western Civilization I and II, and American History

- Western Civilization I and II – developed a “blended course” which combined face-to-face and internet instruction using a course website and Blackboard.
- Western Civilization I – delivered as a traditional face-to-face class in a compressed (Summer) session.
- Modern American History – taught as a lecture/discussion style class.
- United States History I – taught as a completely online course
- Facilitated learning by encouraging multiple learning styles and activities.
- Developed lesson plans and assessments for teaching core abilities.
- Managed class activities and lead discussions on historical interpretations.
- Encouraged independent learning and research.
- Assigned grades based on a matrix of competencies.

BOOK REVIEWER

1997 – 2002

Reviewer, Library Journal

- Reviewed books on fishing tackle and outdoor recreation.
- 14 reviews published.

EDUCATION

1992

M.L.I.S., University of Wisconsin-Milwaukee

Library and Information Science

Advanced courses: Serials, Cataloging, Academic Library Management, Government Documents

Fieldwork: Marquette University Serials Department (Summer 1992)

Research: NREN (forerunner of the Internet)

1983

B.A., Marquette University

Major: History. Minor: English