Jeffrey Husted

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Experience

Health Sciences Library System, University of Pittsburgh — Pittsburgh, PA
Acquisitions Librarian — 2011-present

- Supervise library system's acquisitions processes, including both firm and standing orders, approval plans, and electronic resource renewals; supervise one acquisitions staff member.
- Manage the library system's acquisitions budget.
- Responsible for library vendor relations.
- Negotiate license agreements with vendors, including coordination with University Purchasing and General Counsel departments.
- Oversee invoice processing in Voyager integrated library system (ILS) for all materials purchased for the library system's collections.
- Select print and electronic monographs for Falk Library.
- Coordinate the selection of new electronic resources.
- Evaluate purchase requests for new monographs, journals, and electronic resources.
- Analyze usage and cost data to facilitate collection development/management decisions.
- Manage credit card orders and redistribute expenditures to proper funds.
- Analyze and reconcile fund and budget reports derived from the ILS and the University's Oracle-based accounting system.

Health Sciences Library System, University of Pittsburgh — Pittsburgh, PA
Acquisitions Manager — 2006-2011

- Processed invoices for payment in the Voyager ILS for all materials purchased for the library system's collections.
- Oversaw ordering and receiving of monographs and supervised one staff member.
- Managed standing orders, including vendor selection, claiming, cancellation, and DOCLINE updates.
- Selected materials in science subjects (Library of Congress Class Q) from weekly approval plan slips.
- Assisted with collection management by analyzing usage statistics, cost data, and collection coverage; made recommendations regarding purchase, cancellation/withdrawal, or acquisition options where appropriate.
- Communicated with vendors to resolve problems and payment disputes and implement changes related to approval plans, EDIFACT invoicing, or vendor extranets.
- Managed credit card and non-standard vendor orders and redistributed expenditures to proper funds.
- Analyzed and reconciled fund and budget reports derived from the ILS and the University's Oracle-based accounting system; provided budget information to librarian selectors.
- Assisted with licensing and renewing online databases, electronic book packages, and software.
- Assisted with special cataloging projects.
- Coordinated annual fiscal period closing process in the ILS and confirmed migration of fund and order data.
- Produced acquisitions procedures documentation and updated as needed.

Health Sciences Library System, University of Pittsburgh — Pittsburgh, PA
Copy Cataloger — 2000-2006

- Copy-cataloged materials in all formats by modifying OCLC-derived MARC records.
- Assigned Library of Congress and National Library of Medicine call numbers and subject headings.
- Managed service requests submitted by library staff and patrons to Technical Services (e.g., withdrawals, location changes, and reprocessing).

- Participated in database maintenance, collection inventories, and retrospective cataloging, including rare books.
- Cataloged (original) audio recordings of local conferences and lectures.
- Participated in Name Authority Cooperative (NACO) training.

Health Sciences Library System, University of Pittsburgh — Pittsburgh, PA
Receipt Specialist — 1998-2000

- Received all incoming monograph orders in ILS clients and created and edited ILS records.
- Created predictive check-in patterns in the ILS for print serial subscriptions and standing orders.
- Managed claims for print serials and standing orders.

Health Sciences Library System, University of Pittsburgh — Pittsburgh, PA
Library Specialist — 1997-1998

- Various responsibilities in support of the Circulation and Interlibrary Loan departments.

Education

University of Pittsburgh, School of Information Sciences — Pittsburgh, PA
Master of Library and Information Science — 2009

University of Pittsburgh, College of Arts and Sciences — Pittsburgh, PA
Bachelor of Science, Biological Sciences (with highest honors) — 1997

Professional Development

Activities:

Ithaka S+R Library Survey 2010: Academic Library Collections (webinar), Ithaka S+R — 2011
Ithaka S+R Library Survey 2010: Academic Library Services and Strategy (webinar), Ithaka S+R — 2011
RDA for Administrators: Managing the Transition in Your Library (webinar), American Library Association - Association for Library Collections and Technical Services — 2010
Dublin Core: The Road From Metadata Formats To Linked Data (webinar), National Information Standards Organization/Dublin Core Metadata Initiative — 2010
Cataloging: Where Are We Now? Where Are We Going (webinar), College of DuPage — 2010
ONIX for Publication Licenses (webinar), National Information Standards Organization — 2009
Getting Started as a New Leader (workshop), Development Dimensions International — 2009

Memberships:

American Library Association — 2010-present
- Division: Association for Library Collections and Technical Services

Publications and Presentations

(Trying to) Rethink the Reference Collection [poster]
Jeffrey Husted and Leslie Czechowski
Medical Library Association Annual Meeting, Minneapolis, MN, May 15, 2011

Forthcoming: "Collection Development in Support of Medical Students and Faculty, Residents, and Practicing Physicians." *Library Collection Development for Professional Programs: Trends and Best Practices.* 2011.