



Title: Medical Librarian

Company: HPC International, Inc.

Location: Remote

Compensation: Salary

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 wage
- 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.
- Ability to provide support to your assigned library accounts 7 days a week, excluding holidays
- Virtual weekly meeting with head of HPC Librarian Service
- Virtual monthly/quarterly meeting with assigned library clients

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.

ABOUT OUR COMPANY

Today HPC International is comprised of several divisions; our services division which consists of our Education Concierge, our Library Management, our Value Analysis Research & our Researcher. Our distribution division, where we sell and distribute content related materials, such as medical coding books, patient education materials, training and certification materials, magazines, clinical materials, etc. Our Publishing division which goes by Hilton Publishing Company which is where our company got its start in 1996. HPC customer base is primarily the healthcare industry, but we also have customers in Universities, K-12 Schools and Fortune 500 corporations

HPC – Hilton Publishing, Inc. (“HPC”) is a certified diverse MBE (Minority-owned Business Enterprise) and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HPC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. HPC expressly prohibits any form of unlawful employee or applicant harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of HPC’s employees to perform their expected job duties is absolutely not tolerated.

All employed positions at HPC are at-will employment positions and may be terminated at the discretion of the Company.