

Liliana Schwartz

Collections Strategist and Acquisitions Manager

📞 (608) 555-1842 ✉️ liliana.schwartz@example.com

🌐 linkedin.com/example/lilianaschwartz 📍 Madison, WI 53703

STRENGTHS

- 🛠️ **Workflow redesign**
Redesigned Alma processes after recurring visibility gaps surfaced, giving staff clearer steps and selectors better follow through.
- ♥️ **Data informed decisions**
Joined usage, spending, and license evidence during renewal reviews, helping selectors make choices with greater confidence.
- 👥 **Staff development**
Coached six specialists through cross training and workload reviews, and colleagues increasingly sought practical guidance.
- 🔧 **Access troubleshooting**
Built troubleshooting playbooks after repeated entitlement issues, helping staff resolve platform and holdings problems more consistently.
- 🔊 **Vendor coordination**
Worked through invoice, license, and access questions with vendors and procurement, keeping renewal work moving.

SKILLS

Alma Acquisitions Alma Analytics
Electronic Resource Management
Licensing COUNTER KBART
SUSHI Tableau Oracle
Procurement
Collection assessment
Open access Streaming media
Supervision Workflow redesign

SUMMARY

Collections strategy and **acquisitions** leader with 10 years of **academic library** experience managing print and electronic resource lifecycles, including more than four years supervising teams. Directs ordering, licensing, activation, invoicing, access troubleshooting, renewals, cancellations, and collection assessment across books, ebooks, journals, databases, streaming media, and specialized collections. Uses **Alma Acquisitions**, **Alma Analytics**, Tableau, COUNTER, KBART, SUSHI, Oracle, and procurement systems to connect spending, usage, license terms, and research priorities. Builds practical workflows, documents procedures, develops staff, and coordinates selectors, vendors, procurement, finance, and electronic resources teams. Experience includes open access, transformative agreements, streaming media, financial reconciliation, workflow redesign, and continuity of scholarly access. Brings steady judgment to ambiguous priorities and helps research libraries make clear, sustainable collection decisions.

EXPERIENCE

Associate Director, Acquisitions and Electronic Resources

Lakeview Academic Library Consortium 📅 July 2022 - Present 📍 Madison, WI

Leads multi format scholarly collections, Alma operations, licensing, financial workflows, and renewal strategy while supervising six specialists and coordinating selectors, vendors, procurement, and finance.

- Redesigned **Alma Acquisitions** workflows, clarifying funds, licenses, order status, and access milestones.
- Built Alma Analytics and Tableau reviews linking spending, usage, and renewal evidence for selectors.
- Coordinated **renewals** with vendors and procurement, resolving **access** dependencies before service interruptions occurred.
- Introduced **open access** and transformative agreement reviews, translating terms into practical operating guidance.
- Coached six specialists through cross training, workload reviews, and documented service expectations.
- Directed **ordering**, **licensing**, activation, invoicing, access, cancellation review, and renewals across scholarly formats.

Electronic Resources and Acquisitions Librarian

Great Lakes University Libraries 📅 August 2019 - June 2022 📍 Milwaukee, WI

Managed electronic and print acquisitions across databases, journals, ebooks, and streaming media, connecting licensing, usage evidence, financial controls, and access support.

- Applied **COUNTER** and **SUSHI** data during selector reviews, connecting usage with cost and license evidence.
- Maintained **KBART** aligned holdings, resolving entitlement discrepancies across electronic resource platforms.
- Partnered with **procurement** and accounting on purchase orders, credits, invoice exceptions, and fiscal close.
- Created troubleshooting playbooks for authentication, entitlement, platform, and holdings issues.
- Evaluated streaming licenses against instructional needs, access windows, platform limits, and available funds.
- Managed ordering, licensing, activation, **invoicing**, and renewals across databases, journals, ebooks, and **streaming media**.

Acquisitions Librarian

Riverbend College Library 📅 June 2016 - July 2019 📍 La Crosse, WI

Coordinated print and electronic acquisitions, fund records, vendor workflows, renewal analysis, Alma implementation testing, and **collection assessment** support for selectors.

LANGUAGES



MY CAREER



- Associate Director, Acquisitions and Electronic Resources at Lakeview Academic Library Consortium (4.2 Years)
- Electronic Resources and Acquisitions Librarian at Great Lakes University Libraries (2.8 Years)
- Acquisitions Librarian at Riverbend College Library (3.1 Years)
- Library Acquisitions Specialist at Prairie State University Library (1.9 Years)

- Standardized request intake, fund selection, vendor records, and fulfillment documentation for staff.
- Reviewed **renewals** using usage, curriculum relevance, price changes, and access history.
- Validated migrated order and fund **data** during Alma implementation testing and issue resolution.
- Resolved vendor discrepancies involving invoices, duplicate orders, missing access, and delayed shipments.
- Prepared expenditure and **holdings** data for collection assessments and selector presentations.
- Coordinated **acquisitions** across print and electronic formats with accurate order, invoice, and fund records.

Library Acquisitions Specialist

Prairie State University Library 📅 June 2014 - May 2016 📍 Eau Claire, WI

Processed academic library requests, orders, receipts, invoices, subscriptions, vendor records, and fund reconciliations while supporting renewal discussions and procedure updates.

- Processed requests, orders, receipts, and invoices using **academic library** financial controls.
- Maintained subscription and vendor records, escalating price, access, and invoice exceptions.
- Verified electronic orders before activation and prepared print resources for processing.
- Reconciled invoice and fund information with campus financial records during fiscal reviews.
- Compiled expenditure and usage information for annual renewal discussions with **selectors**.
- Applied **acquisitions** training to procedure updates and routine troubleshooting support.

PROJECTS

Transformative Agreement Review 📅 2025

Created a structured review model connecting agreement terms, usage evidence, open access goals, renewal timing, and operational guidance for selectors.

Collection Evidence Dashboard 📅 2023

Developed Alma Analytics and Tableau views that brought spending, usage, holdings, and renewal evidence into clearer collection decisions.

LEADERSHIP & AWARDS

- Received leadership recognition for improving Alma Acquisitions visibility and documenting workflows used across collection services.
- Recognized by colleagues for dependable electronic resource troubleshooting during access, entitlement, and renewal issues.
- Selected to guide staff development through cross training, procedure updates, and practical service expectations.

EDUCATION

Master of Library and Information Science

University of Wisconsin Madison 🎓 GPA: 4.0 📅 2014 📍 Madison, WI

Coursework: *Academic libraries, collection development, acquisitions management, electronic resources*

CERTIFICATIONS

- Electronic Resources Management Certificate 📅 2025
- Tableau Data Analysis Fundamentals 📅 2024

TECHNICAL SKILLS

- **Library Systems:** Alma Acquisitions, Alma Analytics, Electronic Resource Management
- **Analytics Platforms:** Tableau, Oracle, ShinyApps
- **Usage Standards:** COUNTER, SUSHI, usage reporting
- **Holdings Standards:** KBART, holdings data, title lists
- **Resource Formats:** Print books, ebooks, journals
- **Digital Collections:** Databases, streaming media, artists books
- **Financial Systems:** Campus procurement, accounting systems, invoice reconciliation

- **Licensing Operations:** Electronic licensing, renewals, active orders
- **Collection Strategy:** Collection assessment, acquisition models, renewal review
- **Scholarly Communication:** Open access, transformative agreements, scholarly access

PROFESSIONAL AFFILIATIONS

- Academic library acquisitions and electronic resources professional communities.
- Scholarly communications, open access, and transformative agreement communities.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST