Title of Position: COLLECTION DEVELOPMENT LIBRARIAN
Department: University Library Date Written: January 2011

I. SUMMARY OF POSITION

Coordinates development, maintenance and assessment of the library’s monograph and serials collections. Serves as an active member of the Information Resources Team. Provides leadership for maintenance of the stacks and print collections. Monitors and analyzes information resources budgets. Serves as a liaison to one or more academic departments, participates in library instruction program, participates in providing services for the Learning Commons.

II. ORGANIZATIONAL RELATIONSHIPS

Responsible to: Associate Dean for Technical Services

Assignments received from: Associate Dean for Technical Services, Dean of Libraries, Information Resources Team, Stacks Maintenance Team, Acquisitions/Cataloging Team, Teaching and Learning Team, and other teams and individuals.

Interacts with: University faculty, staff, and students, university departments and offices, alumni, community members, and others; Information Resources Team, Stacks Maintenance Team, Acquisitions/Cataloging Team, Librarian Liaisons, Teaching and Learning Team; colleagues and professionals in the field.

Nature of supervision received: Meets regularly with the Associate Dean for Technical Services, team evaluations, self-evaluation.

Nature of supervision given: Leads Stacks Maintenance Team. May lead other teams. Trains, supervises, evaluates and mentors student workers in the areas of government documents and collection management.

III. Duties and responsibilities

A. Essential Functions

1. Coordinate development of monograph and serials collections

   a. Train, mentor, and collaborate with liaisons regarding the development of library collections. Work with liaisons to establish policies and practices for liaisons to follow. Provide or coordinate training with librarian liaisons on the use of selection tools. Develop collections for departments who may be temporarily without a liaison and select material to support the general educational goals of the university.
c. Oversee purchase requests. Screen purchase requests to avoid duplication. Assess the appropriateness of requests in keeping with the collection development policy.

d. Administer the library’s subject profiles with YBP.

e. Coordinate the appropriate expenditure of collection endowments. Work with the Dean of Libraries and the Acquisitions/Cataloging Team to facilitate appropriate acknowledgement to donors.

g. Maintain relationships with serial and monograph vendors, in conjunction with staff in acquisitions and serials. Continually monitor vendor performance.

h. Maintain government documents collection (continued collection development, management, and new receipts). Work with the Acquisitions/Cataloging Team to facilitate cataloging of some government resources. Serve as the primary liaison between the library and the Federal Depository Library Program. Develop and maintain a library research guide regarding the use of government publications.

2. Coordinate and oversee growth and maintenance of the library's print collections.

a. Lead the Stacks Maintenance Team.

b. Provide leadership for collection assessment and planning for long-term collection space. Coordinate collection maintenance activities, including shelving, and overseeing collection weeding and shifting. Coordinate the moving of collections.

c. Coordinate the library's gift program and donor correspondence. Accept, acknowledge, and assess the value of gifts. Work with the Acquisitions/Cataloging Team to ensure timely processing of gift materials.

3. Serve as a member of the Information Resources Team.

a. Work with the Associate Dean for Technical Services and the Information Resources Team on planning and budgeting for the development of collections and information resources.

b. Analyze, synthesize, and report trends and data in material costs, usage, and other factors to determine budget parameters, inform purchasing decisions and deselection projects, and to provide internal and external collection development activity reports.

c. Take leadership on the development of the e-book collection (including evaluation of new vendors and packages).
d. Develop and maintain a knowledge of new information resources and formats and provide leadership to the library in evaluating their usefulness to faculty and students.

e. Work with library faculty to provide statistical data or other reports for program reviews, accreditation, and other assessment studies.

4. Serve as a liaison to one or more academic departments

a. Promote and participate in the library instruction program. Work with faculty members to incorporate information literacy into assignments, courses, and programs. Enhance students learning and success.

b. Collect materials that support coursework.

c. Build relationships with the faculty members through outreach and collaborations.

d. Participate in providing services at the Learning Commons Desk.

5. Serve as a member of the Acquisitions/Cataloging Team.

a. Work with the Associate Dean for Technical Services and the team to link collection management to the acquisitions and cataloging processes.

b. Work with the Binding Specialist to maintain policies that ensure the preservation of the collection, both serials and monographs.

B. Additional responsibilities

1. Undertake special projects as directed by the Associate Dean for Technical Services, the Dean of Libraries, or various teams.

3. Serve on library teams and university committees.

4. Fulfill expectations for promotion and tenure. Show a pattern of growth and development in librarianship, teaching, scholarship and service that is expected to continue after tenure.

5. Participate in professional development to enhance skills and knowledge; keep abreast of new developments in academic librarianship and higher education.

IV. QUALIFICATIONS

A. Required education, experience, skills and abilities
1. Master of Library Science degree from an American Library Association accredited school of librarianship.

2. One to two years of experience with acquisitions, collection development or publishing. Demonstrated knowledge of major trends in scholarly publishing.

3. Strong commitment to responsive and innovative service; ability to balance varied responsibilities.

4. Highly motivated and organized, with excellent interpersonal, communication, presentation, and writing skills; clear evidence of ability to interact effectively and cooperatively with faculty, staff, and students; demonstrated problem-solving skills.

5. Comfort with the use of technology for selection, purchase, and data analysis.

6. Skills and experience in project planning and implementation in a service environment.

7. Dedication to teaching, learning, and student achievement and success.

B. Desired qualifications

1. Experience with work in an academic setting.