

University Libraries Position Description
Collection Development Assistant

I. DEPARTMENT: Collection Management

II. POSITION: Acquisitions Assistant

III. CLASSIFICATION: Library Assistant III

IV. NAME OF INCUMBENT: Vacant V. POSITION NUMBER: 1830

VI. JOB PURPOSE

One of several members of the team comprising the Collection Management Department, this position assists with implementing the Libraries' Acquisitions program. The incumbent also provides some support for the Collection Development program. Reporting to the Acquisitions Librarian, this individual facilitates the ordering of library resources, processing of gift collections, and distributing information to liaisons. He/she assumes assigned departmental administrative duties and participates in other department-wide functions. The incumbent also participates in providing user assistance at the Research and Information Services (RIS) Desk on a scheduled basis.

VII. DUTIES AND RESPONSIBILITIES

- A. Assists the Acquisitions Librarian with acquiring and accessioning materials for the University Libraries' collections.
 - 1. Maintains various Acquisitions related files in the integrated library system (ILS) including information on vendors and donors.
 - 2. Maintains the calendar of activities and deadlines related to the Liaison Program and sends appropriate notices, reminders, or follow-up information to participants, including but not limited to Library Liaisons and Departmental Representatives.
 - 3. Assists library liaisons, departmental representatives, and other faculty from academic departments with submission of purchase recommendations to the wish list database or vendor order system as appropriate.
 - 4. Assists with preparing documents and forms needed to support the Acquisitions program.
 - 5. Reviews purchase requests to avoid purchase of materials already owned, and to reject requests that fall outside of established Collection Development Policies, either subject specific policies or the University Libraries' Comprehensive Collection Development Policy.
 - 6. Searches various bibliographic resources to locate, create, or modify appropriate item or bibliographic records to maintain integrity of collection development data in the online catalog.
 - 7. Assists with the processing of materials and the updating of online catalog records for items being weeded from the collection or otherwise removed as the result of collection development decisions
 - 8. Maintains the section of the University Libraries' website that relates to the Collection Management department.

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9. Maintains appropriate statistics and data needed to prepare reports as needed by librarians in the Collection Management Department and/or the Dean of Libraries.
- B. Processes gifts and gift collections being considered for addition to the University Libraries' collections.
1. Reviews the libraries' online catalog, for holdings information and other vital data, which enable Acquisitions to make sound decisions to either accept or decline material offered as gifts to the University Libraries.
 2. Searches a variety of online bibliographic utilities to determine if bibliographic records exist for donated materials.
 3. Completes appropriate forms for the Gifts and Donor Relations Office of Advancement Services to document gifts received by the University Libraries.
 4. Maintains appropriate records and/or correspondence files related to gifts or gifts-in-kind received by the University Libraries.
 5. Serves as a resource person answering questions from library users and/or library personnel concerning the acceptance and status of gift materials
- C. Processes requests for out-of-print materials recommended for purchase.
1. Identifies possible sources for purchasing out-of-print materials that have been requested.
 2. Communicates with vendors by mail, telephone, or electronic means to place orders for out-of-print material.
 3. Communicates with library liaison and/or requesting faculty member regarding the status of requested out-of-print materials.
- D. Assists with other functions of the Collection Management Department as needed
1. Conducts initial searches in various bibliographic databases to verify and/or complete data on purchase requests and to eliminate duplication.
 2. Assists with the order process by identifying an appropriate vendor and creating purchase orders for complex materials.
 3. Creates brief bibliographic records in the online catalog for items being ordered; applies cataloging rules and standard bibliographic description in this process.
 4. Assists with the unpacking and receipt processing of shipments of incoming materials, as needed.
 5. Works with staff from the Cataloging Department to address and correct problems with item records in the library's online catalog.
 6. Compiles and reports appropriate statistics on various categories of work performed.
- F. Provides direct user assistance on a scheduled basis at the Research and Information Services (RIS) Desk.
1. Conducts reference interviews in person, on the telephone, or using other available technology to determine and better serve the information needs of library users.
 2. Assists library users with searching print or online finding aids such as the online catalog, electronic databases, and/or indexes to locate information resources to meet their needs.

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3. Assists library users with locating library materials including but not limited to periodicals, newspapers, microforms, government publications, and videos.
4. Instructs library users in the use of microform printers/scanners, microform readers, computers, copy machines, and other library equipment.
5. Makes appropriate referrals to other individuals or departments when the complexity and/or subject matter of users' requests are beyond his/her level of expertise.
6. Maintains appropriate statistics or use data for the services and/or resources provided through the RIS Desk.
7. Participates in training and development sessions designed to develop and improve skills appropriate for RIS Desk service.

G. Performs other duties as assigned.

1. Serves on library committees and task forces as appropriate.
2. Maintains proficiency in areas of expertise and responsibility related to the duties of the position.
3. Undertakes additional assignments or projects assigned by the immediate supervisor, the Department Head, or the Dean of University Libraries.

VIII. DIRECTION RECEIVED

Reports to the Acquisitions Librarian

IX. DIRECTION GIVEN

May supervise student assistants. May supervise and/or train other staff.

X. JOB SPECIFICATIONS

Requires a Bachelor's degree and at least two years of relevant work experience. An equivalent combination of education and experience would be two years of college and four years of relevant work experience.

XI. SPECIAL CONDITIONS

This is a full-time permanent position requiring a 37.5-hour workweek. The primary work schedule for this position is Monday through Friday, 8:30 am to 5:00 pm; however, the schedule will include some evening and weekend hours as required by the RIS Desk rotation. During breaks and interim periods, the libraries' hours are shortened and the work hours for this position might be modified to include an 8:00 am to 4:30 pm, Mon-Fri schedule.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

1. Experience serving users in a customer service environment, preferably in an academic library.
2. Good interpersonal skills that will support courteous and professional interactions with library users and coworkers from diverse backgrounds.
3. Comfort and dexterity using computers in a work setting at a level that would enable him/her to serve as a resource person for others.
4. Familiarity with a variety of print and electronic reference tools, including web-based resources.

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5. Ability to communicate effectively in oral and written forms.
6. Ability to understand, interpret, and accurately follow instructions whether given verbally or in writing.
7. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues and situations.
8. Willingness to learn and subsequently implement new tasks and skills, on an ongoing basis.
9. Ability to work independently, and/or as a part of a team and to accept responsibility for work to be done.
10. Must be able to assume responsibility, meet deadlines, and accomplish goals in a timely with minimal supervision.
11. Ability to understand, interpret, and implement library policies and procedures.
12. Ability to maintain a positive attitude while coping with organizational change.
13. Ability to recognize the limits of the authority of this position and know when to refer matters to a higher authority.
14. Knowledge of fundamental cataloging rules and bibliographic description is preferred.

XIII. WORKING CONDITIONS

Technologically oriented academic research library where the Collection Management Department plays a key role in acquiring and developing the library's collections of information resources. Position has an extensive public service component requiring regular interaction with the general public in person, on the telephone, or using other technical devices. Position requires some standing, walking, and reaching. Incumbent must be able to bend, stoop, and lift up to 30 pounds. Responsibilities may require that the incumbent push and/or pull wheeled book trucks weighing up to 300 lbs.

Description last updated: October 21, 2015