I. DEPARTMENT: University Libraries

II. POSITION: Collection Development Librarian

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant
V. POSITION No.: 2560

VI. JOB PURPOSE:
This faculty position provides leadership and direction for the Collection Development program of the University Libraries. As a member of the University Libraries’ Faculty, he/she participates in the University Libraries’ Collection Development Program, serves as Liaison Librarian to assigned department(s), participates in the User Instruction Program, and provides user assistance at the RIS (Reference and Information Services) Desk on a scheduled basis.

As a member of the Collection Management Department he/she participates fully in the work of the department. He/she works with Library Liaisons to coordinate the evaluation, selection, and de-selection of library materials in all formats across all disciplines. Along with the Department Head and other faculty in the department, he/she participates in planning and determining strategic directions for the Collection Management Department.

VII. DUTIES AND RESPONSIBILITIES
A. Assumes responsibilities as a faculty librarian in one of the departments of the University Libraries.
   1. Supervises staff assigned to Collection Development and oversees the day-to-day operations, of the unit.
   2. Coordinates the development and ongoing maintenance of general and subject specific collection development policies to govern the growth and development of library collections.
   3. Assigns collection development responsibilities to library faculty on an annual basis or as needed to ensure appropriate coverage of academic disciplines and programs.
   4. Represents the University Libraries with local and regional groups on matters related to Collection Development.
   5. Prepares appropriate reports related to collection development.
   6. Maintains good working relationships with appropriate personnel within and external to the University Libraries including appropriate vendors.
   7. Coordinates the work of the library liaisons making sure that appropriate infrastructure is in place to support their collection development efforts.
   8. Coordinates collection assessment activities for the University Libraries.
   9. Provides and/or coordinates training related to collection development for library faculty and others participating in collection development.
  10. Develops mechanisms for evaluating the effectiveness and efficiency of the ongoing collection development program.
  11. Participates in providing direct user assistance at the Research and Information Services (RIS) Desk on a scheduled basis.
  12. Participates in providing organized user instruction as a part of the Libraries’ instruction program.

B. Participates in faculty governance and provides input into library decision-making.
   1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collaborative decision-making.
2. Participates in the Libraries’ User Instruction Program which focuses on teaching library skills to students and faculty with specific emphasis on the effective use of the library catalog.
3. Participates in staffing the Research and Information Services (RIS) Desk, as scheduled.
4. Stays abreast of current trends and best practices in areas of responsibility and takes steps necessary to integrate these into the University Libraries as appropriate.
5. Serves as collection developer and library liaison for assigned subject areas.
6. Serves on committees and task forces in the Libraries, on campus, and throughout the region.
7. Participates in the Faculty Senate and other campus-wide faculty activities as opportunities present themselves.

C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries’ organizational mission.
1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship or the broader field of information sciences.
2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
3. Seeks opportunities to publish research findings in professional publications and to make formal presentations at professional meetings.
4. Participates in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
5. Maintains membership and actively participates in appropriate professional organizations.

D. Performs other duties as assigned.
1. Participates in library-wide projects and activities as needed or assigned.
2. Undertakes other tasks assigned by the Dean of University Libraries.

VIII. DIRECTION RECEIVED:
Reports to the Head of Collection Management

IX. DIRECTION GIVEN:
Supervises the work of staff in Collection Development

X. JOB SPECIFICATIONS:
This is a 12 month, tenure track, faculty position that requires an ALA accredited M.L.S. degree and appropriate, relevant library work experience. Faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications. A second graduate degree is required to be eligible for tenure and/or promotion.

XI. SPECIAL CONDITIONS:
This position requires a varying work schedule and may include some scheduled evening and weekend hours. The specific work schedule may change from week to week depending on the demands of the responsibilities of the position.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS
A. Knowledge of the principles and practices of Collection Development.
B. Experience in collection development as a liaison, bibliographer, and/or manager.
C. Ability to supervise the work of others.
D. Good and demonstrable oral and written communication skills.
E. Must have good interpersonal skills and demonstrate a commitment to public service.
F. Must be a forward thinking self-starter and able to work independently as well as as a part of a team in a collegial environment.
G. Must be able to assume responsibility and accomplish goals with little or no supervision.
H. Evidence of potential to maintain an ongoing program of scholarship, professional involvement, and
development at a level that would merit tenure and promotion.
I. Ability to work effectively with a highly diverse group of University faculty, staff, students, public,
and coworkers in a courteous and professional manner.
J. Must have good problem solving skills and exercise sound judgment in dealing with a variety of
issues.

XIII. WORKING CONDITIONS:
This is a technologically oriented academic research library with some similarity to an office
environment. Position requires expertise in the aspects of collection management but also has a service
component involving regular interaction with the public in person, by telephone, and/or electronically.
Position requires some standing, walking, stooping, and reaching in order to work with collections and
assist users. Position may require travel to work with partner libraries and to participate in professional
meetings and conferences.