

I. DEPARTMENT: University Libraries

II. POSITION: Assistant/Associate Professor
(Acquisitions & Collection Development Librarian)

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant

V. POSITION No.: 18375

VI. JOB PURPOSE

This faculty position is for the Acquisitions & Collection Development Librarian at the University Libraries, a member of a team of librarians in the Collection Management unit. Collection Management includes the key functional areas of Acquisitions, Collection Development, Electronic Resources, and Interlibrary Loan. The Acquisitions & Collection Development Librarian is responsible for providing leadership for the processes and activities involved in the purchase or receipt of all Libraries resources regardless of format. S/he works to ensure that the University Libraries acquires appropriate resources to address the information needs of the students and faculty of the University. With library vendors s/he works to craft agreements and establish discounts for the purchase of Libraries resources. S/he supervises the Acquisitions and Collection Development staff in the unit. In cooperation with other faculty in the unit, assists the Coordinator of Collection Management and participates in determining and planning strategic directions for Collection Management. As a member of the University Libraries' faculty, s/he participates in the Libraries' Collection Development Program, serves as subject liaison to assigned department(s), participates in the User Instruction Program, and provides user assistance at the RIS (Reference and Information Services) Desk and through the Libraries' Chat Service on a scheduled basis.

VII. DUTIES AND RESPONSIBILITIES

A. Assumes responsibilities as a librarian in one of the departments of the University Libraries.

1. As Acquisitions & Collection Development Librarian, provides leadership and coordination for all activities and functions involved in acquiring Libraries resources regardless of format.
2. Supervises the day-to-day work of the staff of the Acquisitions team including verifying, ordering, receiving, claiming, and problem resolution.
3. Coordinates the development and ongoing maintenance of general and subject specific collection development policies to govern the growth and development of Libraries collections.
4. Coordinates the work of the Libraries liaisons making sure that appropriate infrastructure is in place to support their collection development efforts.
5. Coordinates the assignment of collection development responsibilities to Libraries faculty on an annual basis (or as needed) to ensure appropriate coverage of academic disciplines and programs.
6. Provides or coordinates training related to acquisitions and collection development for Libraries faculty and others participating in collection development.
7. Represents the University Libraries to local and regional groups on matters related to collection management.
8. Assumes responsibility for the timely preparation of appropriate reports related to all aspects of collection management.
9. Maintains good working relationships with personnel within and external to the University Libraries including appropriate vendors.
10. Coordinates collection assessment activities for the University Libraries.

11. Develops mechanisms for evaluating the effectiveness and efficiency of the ongoing collection development program.
 12. Communicates with vendors as needed to arrange purchases, discounts, or other terms for acquiring needed resources.
 13. Evaluates vendor performance on factors such as accuracy, timeliness, discount rates, responsiveness, etc., and makes recommendations for maintaining or discontinuing relationships with specific vendors.
 14. Compiles statistics and reports on purchases to document such measurements as average cost, total costs, cost per use, return on investment, and expenditures by fund.
 15. Monitors and revises acquisition processes to ensure timeliness and efficiency while also minimizing duplication of orders.
 16. Supervises the activities involved in receiving and processing gifts for the Libraries' collections.
 17. Works collaboratively with other faculty and staff in Collection Management to achieve the overall goals of the unit.
- B. Participates in faculty governance, provides input into Libraries decision-making, and participates in fulfilling ongoing faculty roles.
1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
 2. 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.
 3. Identifies and pursues external funding options for collection building or enhancement in subject disciplines or other areas of interest to the University Libraries and the University.
 4. 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 Libraries resources and services.
 5. Serves as collection developer and library liaison for assigned subject areas.
 6. Serves on committees and task forces in the local community, the region, and beyond.
 7. Participates in providing direct user assistance at the Reference and Information Services (RIS) Desk and through the Libraries Chat Service on a scheduled basis.
 8. 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 professional growth and development and contributes toward the achievement of the Libraries' organizational mission.
1. Conducts qualitative 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 Libraries-wide projects and activities as needed or assigned.
 2. Undertakes other tasks assigned by the Dean of University Libraries.
 3. Serves on Libraries and University committees or task forces as assigned.

VIII. DIRECTION RECEIVED

Reports to the Coordinator, Collection Management

IX. DIRECTION GIVEN

This position supervises the work of the Acquisitions and Collection Development teams or work groups.

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. In addition to fulfilling the requirements and expectations of this (and subsequently amended) position description, faculty members are expected to provide professional service, conduct research, and publish their work in appropriate professional publications. A second graduate degree (or a documented program of progress toward) is required to be eligible for tenure and promotion.

XI. SPECIAL CONDITIONS

The primary schedule for this position is Monday through Friday, 8:00 am to 4:30 pm; however, the schedule may change depending on the needs of the department or the University Libraries. This position requires acceptance of a varying work schedule and may include some evening and weekend hours. The specific work schedule may change from week to week depending on the demands or responsibilities of the position.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Knowledge of the principles and practices of library acquisitions and collection management in general.
- B. Experience in collection development as a liaison, bibliographer, or manager.
- C. Experience and comfort with using computers to accomplish tasks in a work setting.
- D. Experience supervising or coordinating the work of others.
- E. Good and demonstrable oral and written communication skills.
- F. Good interpersonal skills and demonstrated commitment to public service.
- G. A forward-thinking self-starter, able to work independently as well as part of a team in a collegial environment.
- H. Ability to assume responsibility, accomplish goals, and meet deadlines with little or no supervision.
- I. Evidence of potential to maintain an ongoing program of scholarship, professional involvement, and development at a level that would merit tenure and promotion.
- J. Ability to work effectively with a highly diverse group of University faculty, staff, students, public, and coworkers in a courteous and professional manner.
- K. Good problem-solving skills; sound judgment in dealing with a variety of issues.
- L. Ability to embrace and adjust to change as the demands of the workplace evolve to meet the needs of Libraries users.

XIII. WORKING CONDITIONS

This is a technologically oriented academic research library where every effort is made to acquire the appropriate resources to support the teaching, learning, and research that take place at the University. This position requires expertise in the relevant aspects of library technical services, but also has a public service component involving regular interaction with the public in person, by telephone, or electronically. Position requires some standing, walking, stooping, and reaching in order to work with collections and assist users. Responsibilities may require pushing or pulling full book trucks and lifting items weighing up to 30 pounds. Position may require travel to work with partner libraries and to participate in professional meetings and conferences.