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| **Job Title:** Collection Management Librarian | **FLSA Classification:*** Exempt ☐Nonexempt
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| **Reports to:** Library Director | **Location: Munday Library** |
| **Department: Library** | **Division:** |
| **Employment Category:*** Full-Time ☐ Part-Time
 | **Paygrade:419** |

**PRIMARY PURPOSE OF POSITION**

The Collection Management Librarian will administer processes involved in selecting, managing, and assessing the use of these resources for the collection, including ebooks, serials, databases, and media. The successful candidate will apply their knowledge of collection management, library services platforms, and the publishing industry to efficiently administer a lean, organized, 21st-century research collection. They will work closely with colleagues in the library and across campus to provide our community with the best possible library resources. brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish. The job purpose is usually no more than four sentences long.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Coordinate and manage all aspects of collection management, acquisitions, and assessment
* Serve as primary administrator and contact for the library services platform and other library
* systems, including ILL, EZProxy, and link resolvers
* Catalog digital resources as needed in accordance with professional standards
* Perform regular maintenance of the library catalog to ensure records are optimized for
* discoverability. This will include the cataloging of some print resources and may include original
* cataloging of rare books and archival collections in collaboration with the Archives and Special
* Collections Librarian.
* Liaise with vendors to handle technical support questions and problems
* Help troubleshoot issues with off-campus access to library-provided resources and platforms
* Keep the library staff informed of any known issues and platform updates
* Develop strategies for the maintenance and evolution of our collections, incorporating user
* feedback, curricular needs, budget, and other factors
* Work with library colleagues to write and review policies, procedures, and best practices,
* especially with regard to collection management
* Stay abreast of trends in collection development, publishing, scholarly communications, and
* collection management-related software and systems
* Collaborate with colleagues to ensure that library collections are discoverable and accessible
* Engage with faculty, students, and representatives from academic departments and programs to
* refine the library’s collections
* Perform collection analysis to determine collection usage and effectiveness, to understand
* community needs, and to guide acquisition processes
* Assist the Office of Budget and Procurement as needed with the review and management of
* vendor contracts and licenses for collection materials
* Serve on relevant library task forces and project teams

**QUALIFICATIONS**

ALA-accredited Master’s degree in library or information science or foreign equivalent

* Minimum three years’ experience in academic library collection management
* Demonstrated knowledge of trends, issues, and best practices in academic library collection
* management, scholarly communications, and collection assessment
* Demonstrated knowledge of current and emerging cataloging standards, authorities and thesauri
* including MARC and BIBFRAME, LC authorities and RDF, and RDA
* Demonstrated project management experience, including the ability to prioritize, set goals, and
* meet deadlines
* Demonstrated proficiency with Excel and/or other professional data analysis tools
* Experience administering a major LSP or ILS
* Experience with or knowledge of licensing electronic resources and related copyright issues
* Excellent written and interpersonal communication skills
* Excellent organizational and problem-solving skills, with attention to detail and a commitment to
* maintaining systems at a high standard of quality
* Ability to work both independently and in highly collaborative or cooperative situations
* An ability to think creatively and innovatively outside the bounds of traditional librarianship.
* Successful completion of an employment and/or criminal background check

Preferred

* Experience with analysis of patron use of library collections
* Experience with the Alma LSP and Primo discovery layer

**WORKING CONDITIONS**

**SCHEDULE:** This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

**PHYSICAL REQUIREMENTS**

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

(ADA Guidelines)

(Use these as a staple and arrange in accordance to the positions physical demands)

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

 **SUPERVISION RECEIVED:** General supervision is received by the Library Director.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION EXERCISED:** Functional supervision is provided to student workers

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Investigate trends, best practices, and initiatives in library technology and scholarly communications with the aim of adopting them at St. Edward’s University.
* Establish and maintain relationships with content vendors and publishers.
* Collaborate with colleagues to ensure that library collections are discoverable and accessible.
* Collaborate with the Archives and Special Collection Librarian on collections-related activities and responsibilities.
* Serve on relevant library committees and taskforce.
* Present library instruction sessions to students through library instruction program
* Knowledge of the staff-side functions of a major integrated library system / library services platform.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job**description* |
| **Printed Name of****Approver:** | *Printed name of the person with the authority to approve the job**description.* |
| **Date****approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |