

## **LIBRARY**

### **Library Collection Specialist**

#### **DEFINITION**

Responsible for library collection management including: centralized selection, acquisitions, processing, cataloging of all formats. Applies knowledge of current issues and trends in electronic resources licensing, access provision, copyright, and traditional collections. Works with Library Director to develop policies and carry out tactical directions for maintaining the Library's collection; cataloging and metadata, digital collection services, product development and print acquisitions. Negotiates vendor contracts. Performs analysis and evaluation of present or proposed procedures and electronic solutions to library issues. Collaborates with staff to anticipate and meet community expectations.

#### **ESSENTIAL FUNCTIONS**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manages all aspects of the daily operation of Collection Development, including ordering, receiving, cataloging and processing of library materials and attaching records in the CLAMS database. May include creation of brief MARC records.
- Preserves and maintains the library's physical collection so that it is accessible and appealing to readers, including mending of materials.
- Works with the CLAMS network to ensure the library complies with network lending agreements and metadata standards. Works with the director to develop policies that maximize public access to library collections.
- Exhibits a thorough knowledge of materials acquisitions, including the use of print and electronic resources.
- Evaluates and develops the collection and tracks budget expenditures.
- Collaborates with other staff to identify, evaluate, and invest in new technologies and collections for delivering library content. Participates in strategic planning regarding collections access.
- Monitors the selection of materials and special collection projects to ensure that community needs are being met.
- Anticipates demand, addresses patron and staff requests, and analyzes, identifies and responds to collection needs.
- Utilizes online vendor selection and ordering tools, reviews, and other trade resources to make collection decisions.
- Evaluates the library's collection management requirements and provides recommendations for new services, products, policies, procedures and equipment.
- Assists and/or oversees staff in weeding and collection maintenance.
- Assists in the development of Collection Management annual budget category breakdown, and monitors expenditures.

- Reviews literature, surveys personnel, and confers with Library Director to determine departmental needs, assess current program, and propose and implement changes for improved collections management.
- Greets and assists patrons in a friendly, prompt, and accessible manner.
- Resolves internal and external patron materials needs or requests by providing solutions or referrals.
- Demonstrated ability to analyze complex issues, successfully manage projects, identify workflow inefficiencies, and develop/implement systems and procedures to improve efficiency and provide better service.
- Ability to work as a team member and independently.
- Excellent oral and written communication skills.
- Good interpersonal skills, friendly manner, and strong service orientation.
- Good organizational skills, attention to detail, procedures and follow up capabilities.
- Inventories and reports technical services supply needs
- Provides assistance at public service desks as assigned.

### **SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

### **ACCOUNTABILITY**

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

### **JUDGMENT**

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Independent judgment is needed to determine purchasing of materials and be aware of high-demand holds and items of local interest.

### **COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation

and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

### **CONFIDENTIALITY**

Incumbent has access at the departmental level to a variety of sensitive and confidential information.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in a related field and 2-5 years of professional-level library experience including cataloging as well as experience working with online ordering tools. MLIS is strongly preferred. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job will be considered.

- Candidates with experience using Koha ILS are preferred but not required.
- Knowledge of regional, state, national and international library standards and rules.
- Knowledge of MARC cataloging, AACR2, RDA, Library of Congress Subject Headings, and the Dewey Decimal System.

### **KNOWLEDGE, ABILITY, AND SKILLS**

Working knowledge of public library collection, including broad-based collection development practices; current trends in selection, publishing and acquisitions issues. Knowledge and understanding of access versus ownership issues, copyright issues, especially rights in regards to electronic resources.

Knowledge of regional, state, national and international library standards and rules.

Knowledge of MARC cataloging, AACR2, RDA, Library of Congress Subject Headings, and the Dewey Decimal System.

Ability to work collaboratively with staff to improve library service delivery; to work in a pleasant, professional and effective manner with patrons, staff, and colleagues; to demonstrate excellent

interpersonal skills, positive attitude, cultural sensitivity in working with customers, coworkers and community; to handle a great deal of details with accuracy.

Skill in interpreting data from many sources in analyzing collection needs; in the use of integrated library systems; in analysis, negotiation and problem solving; in operating a computer and using the technology required to perform assigned duties and troubleshoot basic computer and Wi-Fi problem; in a Microsoft Windows environment, including Excel, metadata and online services.

### **WORK ENVIRONMENT**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

#### **Physical Skills**

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes, library materials equipment weighing up to 30 pounds.

#### **Motor Skills**

Duties are largely mental rather than physical, but the requires motor skills for activities such as moving library materials, using office equipment, including but not limited to telephones, personal computers, and other equipment. Word processing skills are required.

#### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.