



## Job Description – Collection Development Librarian

Job Title:	Collection Development Librarian	Prepared by:	Director of Library Services
Unit:	Library Services	Reviewed by:	Director of HR
Location:	South Jordan Campus	Date:	December 12, 2014
Reports To:	Director of Library Services		
FLSA Status:	Exempt		

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### Summary

Under general direction of the Director of Library Services, the Collection Development Librarian is responsible for providing leadership and guidance for development and management of library collections, both print and electronic. The Collection Development Librarian collaborates with the Electronic Resources/Systems Librarian and the Reference & Instruction Librarians and helps coordinate acquisition and cataloging staff activities.

### Responsibilities

- Provide strategic direction for and oversight of the library collections in light of evolving student, faculty and researcher needs; assess collection strengths and weakness for multiple libraries and subject areas, including analysis of use statistics and evaluation of resources in light of academic program needs
- Serve as the lead liaison between Library Services and the Educational Resources Committees of the various academic colleges and programs; work with faculty to identify materials needed to support new or modified academic programs
- Recommend for acquisition and/or order materials based on knowledge of, or research on, currently available materials, making appropriate use of reviews and recommended purchase lists; coordinate trials for new electronic resources in conjunction with the Electronic Resources/Systems Librarian
- Prepare, monitor, and track library resources budgets in conjunction with the Director and other library staff; recommend annual priorities for the distribution of library material funds
- Coordinate acquisition, processing and cataloging work performed by other library staff
- Provide professional reference services to individual students and faculty through regularly scheduled service desk hours and in-office hours, and via electronic methods such as email, text messages, chat, and online interface (LibAnswers)
- Assist with completion of accreditation and programmatic self-studies and statistical reports
- Oversee ongoing organization and weeding of the collection; coordinate annual collection inventory with the Electronic Resources/Systems Librarian
- Establish, maintain and review relationships with vendors and publishers
- Manage handling of gift materials donated to the library
- Participate in initiatives to improve access to library collections and electronic resources
- Monitor developments within the publishing industry, innovations/trends in library collection development and acquisition practices, and advances in scholarly communication, institutional repositories, and research data management
- Actively participate in the creation and dissemination of scholarly work through activities such as research (e.g., surveys, focus groups, and data analysis), writing for library and university publications, professional association posters and presentations, and/or articles submitted to peer-reviewed journals.
- Maintain knowledge of current trends and developments in the library and medical information fields through activities such as participation in professional organizations and self-directed reading.
- Participate in campus and university committees and taskforces as requested.

- Attend seminars, conferences, in-service training, and staff meetings as required.
- Other related duties as assigned.

## **Skills**

- Demonstrated knowledge of library collection development and acquisitions practices
- Knowledge of medical/health science educational resources
- Proven ability to conduct independent research and handle tasks with attention to detail in an organized and timely manner
- Advanced skill with Microsoft Excel spreadsheets and online searching techniques
- Experience providing reference services in an academic and/or medical environment
- Proven ability to effectively organize information, manage multiple priorities and meet deadlines
- Strong analytical, negotiation and problem-solving skills
- Experience working with integrated library systems and electronic ordering
- Demonstrated knowledge of major trends in publishing and scholarly communication
- Demonstrated ability to excel both independently and as a team member
- Excellent interpersonal and communications skills, both verbal and written

## **Education/Training**

This position requires a Master's degree in Library Science or Library & Information Science from an American Library Association-accredited program. Preferred: membership in the Academy of Health Information Professionals.

## **Experience**

Minimum three (3) years professional-level library experience in an academic and/or health science-related setting, including reference experience; experience with collection management, collection development, and/or acquisitions in a library setting. Preferred: collection development experience in an academic health science library. Desired: peer-reviewed publications and/or professional association presentations.

## **Working Conditions**

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings or off campus.
- Incumbent may be regularly scheduled to evening and/or weekend work hours. Accepting a temporary change in the assigned work hours with little advance notice in order to accommodate daily staffing needs in the library will be required.
- Performing some duties external to the library and attending various University events outside the normally scheduled work hours and/or location occasionally occurs and may be required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other campuses or facilities occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among university personnel and/or students.

## **Required Physical Abilities**

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 15 pounds.

I have read the above position description and have received a copy.

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Employee Signature

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Date