

Collection Development Librarian

JOB TITLE: Collection Development Librarian

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Technical Services

APPROVED DATE: 01/2016

REVISED DATE: 02/2022

Job Summary

Provide collection development services for library customers and fulfill various collection development duties including purchasing new library materials and analyzing collection needs for the Library District. This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Select library materials using online databases and ordering tools based on publisher summaries, professional reviews, author and publisher track record, local relevance, and available evidence of likely demand in the community.
2. Review materials designated by community libraries as candidates for removal from the collection, removal from the District's collection, or reassignment to other public libraries based

on currency, relevance, condition, circulation history, building space consideration, and subject coverage.

3. Process requests for materials and selects materials as appropriate based on standard criteria (e.g. professional reviews, local relevance, availability, etc.).
4. Respond to collection related questions and requests from the library staff and public by email or telephone communications.
5. Review professional literature and current news to post entries into the internal collection development blog related to upcoming titles, publishing trends, awards, collection policies, and reader's advisory topics.
6. Analyze collection inventory holds, circulation turnover, and other various reports to plan new selection and maintenance activity.
7. Represent the library in discussions with vendors.
8. Respond to requests for reconsideration of library materials.
9. Consults with community library managers on collection size and organization.
10. Create and deliver training on issues related to the collection for community library staff.
11. Prepare and deliver presentations on library collections and/or intellectual freedom to library advisory boards, Friends groups, and other community organizations.

Additional Duties and Responsibilities

1. May serve as in-charge staff member in the absence of the Department Manager and Assistant Manager.
2. Coordinate library volunteers as needed. May direct the work of fieldwork students from MLS and library technician programs.
3. Serve on various library committees as assigned.
4. Prepare correspondence and reports.
5. Train new staff as needed.
6. Assist with special projects as required.
7. Perform other duties as assigned.

Supervision

This position reports to a Collections Development Manager. Supervision of the work of others is not a normal part of the work of these positions, but incumbents may from time to time assist in the training of other staff in library-related work.

Knowledge, Skills, and Abilities

1. Ability to align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community
2. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
3. Thorough knowledge of established practices and procedures for an integrated library system (ILS).
4. Thorough knowledge of collection development practices, procedures and trends.
5. Knowledge of library resources, programs and services in a public library.
6. Knowledge of bibliographic search techniques as well as the full range of standard library online and print reference tools.
7. Ability to communicate with diverse audiences.
8. Strong organization and attention to detail.
9. Ability to work independently and to set priorities.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
11. Ability to handle and resolve disruptive behavior effectively.
12. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Master's degree in Library Science from an ALA accredited university is required.
2. One to three years related professional librarian experience required or equivalent combination of technical training and related experience.

3. Ability to obtain Washington State Librarian certificate.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent must occasionally move objects or materials weighing up to 35 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.