

# Collection Development Librarian - Adult Services

JOB TITLE: Collection Development Librarian - Adult Services

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Technical Services

APPROVED DATE: 01/2016

REVISED DATE: 11/2020, 02/2022, 10/2022

## Job Summary

Provide collection development services for library customers, including assessing collection needs for the library communities in our District to help guide the acquisition of new materials. This position contributes significantly to a community library's effective operations and services, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone. The incumbent significantly impacts customers and Sno-Isle's success as they select nearly all the materials for our Adult Fiction Collections.

## 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 that reflect the diversity of our communities and provide equity of access through the sourcing of inclusive formats and access points. These are achieved using online databases and ordering tools based on publisher summaries, professional reviews, author and publisher track records, local relevance, and evidence of predictive or stated

demand in our communities. This position will focus primarily on Adult Fiction in print and digital formats but may select other materials as needed.

2. Understand and incorporate intellectual freedom concepts into their work.
3. Regularly review library materials and perform collection maintenance based on currency, relevance, condition, circulation history, building space consideration, and subject coverage.
4. Process requests for materials and select materials as appropriate based on the Sno-Isle Libraries Collection Development Policy criteria (e.g., professional reviews, local relevance, availability, etc.).
5. Provide Readers' Advisory support and training to library staff by serving on collaborative teams, supporting book-based library services or programming, assisting with title selection for book discussion kits, and other related activities.
6. Provide collection curation support for both print and digital materials.
7. Respond to collection-related questions and requests from library staff and the public by various methods.
8. Review professional literature and current news related to upcoming titles, publishing trends, awards, collection policies, and reader's advisory topics to share with library staff.
9. Analyze collection inventory, holds, circulation turnover, and other various reports to plan new selection and collection maintenance activities.
10. Positively represent the library as a collaborative partner in discussions with vendors.
11. Provide input for collection questions and requests for reconsideration of library materials.
12. Consult with community library managers on collection size and organization.
13. Create and deliver training on issues related to the collection for community library staff.
14. Ability to possess a current Washington State driver's license for travel to the Service Center and community library locations.

### **Additional Duties and Responsibilities**

1. May serve as in-charge staff member in the absence of the Assistant Director of Collection Services and Acquisitions and Cataloging Manager.
2. Coordinate library volunteers as needed. May occasionally direct the work of fieldwork students from MLS and library technician programs.
3. Assist with special projects as required.

4. Performs other duties as assigned.

## **Supervision**

This position reports to the Assistant Director of Collection Services. Supervision of the work of others is not a normal part of this position, but incumbents may, from time to time, assist in training other staff and facilitating conversations related to their work.

## **Knowledge, Skills, and Abilities**

1. Thorough knowledge of established practices and procedures for an integrated library system (ILS).
2. Thorough knowledge of collection development practices, procedures, and trends.
3. Thorough knowledge of resources, programs, and services in a public library.
4. Thorough knowledge of bibliographic search techniques and the full range of standard library online and print reference tools.
5. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
6. Ability to recognize personal bias in themselves and others and challenge its influence as part of the materials selection process.
7. Ability to communicate with diverse audiences.
8. Ability to work cooperatively and maintain practical interpersonal skills with the public and coworkers.
9. Strong customer service skills.
10. Ability to handle and resolve disruptive behavior effectively.
11. Strong organizational skills and attention to detail.
12. Ability to work independently, with mentoring, and to set priorities.
13. Ability to operate relevant computer systems, including hardware and software such as Office 365, electronic databases, e-mail and internet navigation, and other office equipment and systems.

## **Education and Experience**

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

1. A Master's degree in Library Science from an ALA-accredited university is required.
2. One to three years of related professional librarian experience is required, with a preference for public service work supporting customers/users.
3. One to three years of centralized acquisitions experience or intensive collection experience.
4. Ability to obtain Washington State Librarian certificate.

### **Physical and Environmental Conditions**

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

Most work is conducted within a generally accessible, safe indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods. 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 public and within the Library District.

This position is eligible for flexible work times and locations to be negotiated with the supervisor and governed by Sno-Isle's service needs at any given time.