

## Collection Maintenance Librarian

JOB TITLE: Collection Maintenance Librarian

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Collection Development

APPROVED DATE: 09/2016

REVISED DATE: 04/2018, 02/2022

### **Job Summary**

Provide leadership and direction to Library District staff in maintaining customer-centered physical collections in community libraries. Serve as system resource in collection organization and analysis of statistical data on collection composition and use. Serve as liaison between Public Services staff, Collection Development staff, and Integrated Library Systems (ILS) staff to ensure that collections are appropriately sized and comprised to meet community needs and interests.

This position contributes to the effective operations and services of the Library District, 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. Create and maintain collection maintenance plans for community libraries, based on analysis of data on composition and use of physical collections, relevant to community needs and interests.
2. Establish and maintain effective consultative relationships with community library managers and staff, district managers, and collection development selectors to ensure that community library collections are optimally maintained to represent community needs and interests.
3. Actively participate in and support assessment focused data collection, analysis, and dissemination of findings to internal and external customers.
4. Create and maintain a collection maintenance training plan for community library and collection development staff. Work with appropriate staff to provide support and ensure implementation.
5. Work with appropriate library staff such as the Data Analysis Librarian, Human Resources staff and ILS staff to develop a training plan for use of statistical resources.
6. Assist in on-site collection maintenance training and work for community libraries.
7. Maintain ongoing awareness of demographics, community issues and interests throughout our service areas to ensure that community collection needs are met at local libraries.
8. Assist with preparation/allocation of annual materials budget and monitoring expenditures.
9. 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.
10. Process requests for materials and selects materials as appropriate based on standard criteria (e.g., professional reviews, local relevance, availability, etc.).
11. Respond to collection related questions and requests from the library staff and public by email or telephone communications.
12. 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.

### **Additional Duties and Responsibilities**

1. Represent the library in discussions with vendors.
2. Respond to requests for reconsideration of library materials.
3. Serve on teams, committees, task forces, and working groups as assigned.

4. Coordinate library volunteers and professional fieldwork students as assigned.
5. Train staff as needed.
6. Participate in ongoing professional development.
7. Assist with special projects as required.
8. May be in charge of the department in the absence of the Collection Development Manager and Assistant Manager.
9. Perform other duties as assigned.

## **Supervision**

This position reports to the Collection Development Manager. Supervision of the work of others is not a normal part of the work of this position but the incumbent may from time to time guide the work of others as team lead on projects.

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

1. Knowledge of public library resources, programs, and services.
2. Knowledge of collection development practices, procedures, and trends.
3. Knowledge of the principles of intellectual freedom in public libraries.
4. Demonstrated excellent customer service.
5. Strong project or program management skills, including the ability to manage multiple projects across fluctuating deadlines and different locations.
6. Strong organization and attention to detail.
7. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
8. Ability to communicate with diverse audiences.
9. Thorough knowledge of analytical tools and data interpretation techniques; ability to translate complex statistical data and concepts into understandable information.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public, vendors, contractors, and co-workers.
11. Demonstrated excellent written and verbal communication skills; ability to explain complex concepts to others.
12. Ability to travel among community libraries within the library district.

13. Ability to operate relevant computer systems including hardware and software, such as Microsoft Office, electronic databases, ILS, and internet navigation in addition to other office equipment.

## **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 American Library Association (ALA) accredited university is required.
2. At least one year of related professional librarian experience 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. Incumbents may be required to move carts of books and other materials.

While performing the duties of this job, the incumbent must communicate with coworkers and members of the public. There are regular interpersonal contacts with staff members and customers. 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.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.