Summary

Under general direction of the Director of Library Services, the Collection Management Librarian is responsible for providing leadership and guidance for management of library collections across the institution. The Collection Management Librarian collaborates with faculty and librarians on multiple campuses to identify and obtain resources that support health science academic programs. The person in this position also helps coordinate acquisition and cataloging workflow as part of the Technical Services team.

Responsibilities

- Oversee the ongoing organization, updating and weeding of the physical collection; assess collection strengths and weakness for multiple libraries and subject areas, including analysis of usage statistics; oversee updating Reserves materials; coordinate the annual collection inventory
- Recommend titles for acquisition making appropriate use of reviews and recommended purchase lists; order approved materials online through identified vendors, keeping library staff updated on order status; establish and maintain good communications with various vendors and publishers
- Assist with coordinating acquisition, processing and cataloging workflow and communications in conjunction with the Director; assist the Director’s Administrative Assistant with monitoring library materials expenditures; recommend annual budget priorities for use of library material funds
- Assist with providing 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), as scheduled by the campus Head Librarian
- Liaise between Library Services and the Educational Resources Committees of the various academic colleges and programs; work with faculty to identify materials available to support new or modified academic programs and communicate course reserve needs
- Assist with completion of statistical reports and academic program accreditation self-studies
- Manage evaluation and handling of gift materials donated to the library as directed
- Keep the Director up to date on collection activities via email and bi-weekly meetings
- Participate in coordinated initiatives to improve access to library resources, including creation of LibGuides as needed; contribute to library-wide initiatives identified in monthly librarian meetings
- Monitor developments within the publishing industry, innovations/trends in library collection development and acquisition practices, and advances in scholarly communication
- 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 management and acquisitions practices
- Advanced skill with Microsoft Excel spreadsheets and online searching techniques
- Proven ability to conduct independent research and handle tasks with attention to detail in an organized and timely manner
- Experience providing reference services in an academic and/or medical environment
- Knowledge of medical/health science educational resources
- 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
- General 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 management or development experience in an academic health science library; 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 handwritten 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.

_______________________________________   _________________
Employee Signature        Date