| **Date** | **Position #** | **Position Title** | **Reports To:** |
| --- | --- | --- | --- |
| 1/25/2024 | NEW | Collections Management and Development Librarian | FA 9830 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Academic Affairs | Library | Based on Librarian Salary Schedule | 25-40000 | 1 - 9 Month Faculty = 173 Day |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:** | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
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| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| This position will manage and oversee all aspects of the Library’s print, e-book, and serials collections. Assesses, creates and reviews collection management policies and procedures to ensure alignment with user needs and to maintain current and relevant collections. Responsible for collection development projects. Continuously seeks to improve processes and procedures related to collection development. Collaborates with Reference Librarian selectors to supervise the ordering of materials from Library vendors. Leads collection assessment, including analyzing trends, creating reports, and compiling usage statistics to effectively manage and guide acquisition and deselection of materials. Works collaboratively with the Technical Services Team, Reference and Instruction Teams, and User Services Team to develop and implement progressive collection development solutions that promote student success. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 30 | 1 | Collection Development and Management   * Provides input and guidance for collections regarding Library and college-wide policies and procedures. * Coordinates collection activities and services related to physical and digital content. * Analyses, compiles, and maintains accurate statistical data for accreditation purposes; performs analysis and reports relative to the collection. Develops collection development workflows that impact work area and customer experience. * Develops and implements a holistic and intentional approach to building and maintaining collections that are diverse, equitable, and inclusive. * Coordinates promotional efforts for new collections and leads outreach activities to promote use of the collections. * Serves as an expert resource and provides input to Reference Librarian selectors in facilitating ordering materials from GOBI, Amazon, etc. * Serves on department, Library, and college initiatives. * Manages the Library’s e-book collections including, GOBI DDA, GOBI Firm orders, and standing orders. * Maintains considerable knowledge of campus academic priorities and curriculum changes to provide leadership regarding collections by working with faculty and requests from students. * Provides input on library budget and serves on the department’s budget team. * Work with faculty and vendors to obtain collection materials based on course needs. |
| 25 | 2 | Collection Development Projects   * Leads, develops, and performs project oversight for Library collections projects. * Makes decisions and implements innovative models and approaches to collections and content that effectively stewards the Library’s materials budget. * Performs research, evaluation, and fulfillment of acquisition requests from faculty and Reference Librarians. * Analyses and monitors past purchasing trends, resource usage, and collection practices to provide department-wide input. * Provides input, influence, and decisions on needed changes in practices and policies; collaborates with Reference Librarians and/or Library Teams to develop unified collection policies. * Responsible for loading MARC records of new Library collections. |
| 15 | 3 | Collaboration and Teamwork   * Leads the Collections Team and requests feedback on improving processes and procedures; develops, presents, and implements recommendations for improvement of established processes and practices. * Coordinates decision-making regarding acquisitions, renewals, and cancellations of resources in coordination with the Manager of Technical Services and Systems and the Electronic Resource Management Librarian. * Develops cooperative and collaborative partnerships to extend the reach of our collections, ensuring proper development, awareness, and accessibility to users. * Collaborates with Library Teams in the areas of collection development, management, and access. * Shares responsibility for hiring, training, and oversight of student employees with the Technical Services Team. |
| 10 | 4 | Documentation, Processes, Procedures and Strategies   * Develops, updates and maintains collection development policies and procedures. * Manages and contributes to a Library Guide for collections documentation and processes. * Leads Library Teams to establish, implement and maintain policies and procedures for developing and managing collections. |
| 15 | 5 | Reference and Teaching Effectiveness   * Provides face-face and online chat reference service for LCC students and faculty with the goal of teaching information literacy skills and connecting students to credible academic information resources. * Understands and successfully adapts reference instruction to various learning styles/current technologies. * Applies best practices related to teaching information literacy skills. * Educate faculty on collections through marketing and Center for Teaching Excellence (CTE) courses. |
| 5 | 6 | Trends and Professional Development   * Continuously adds to advanced knowledge of libraries through participation in local and national professional development activities and stays current with emerging trends. * Provides input and decision-making through monitoring local, system-wide, and vendor-provided reports to identify collection trends and patterns. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| COMMUNICATION   * Ability to effectively present ideas and concepts and use consultative and facilitation skills to gain consensus. * Excellent communication, analytical, problem solving, and organizational skills, with the ability to present information and ideas clearly and concisely. * Ability to write and maintain high quality documentation.   COLLABORATION   * Ability to foster a creative, collaborative, and inclusive approach to problem solving and decision making and promote teamwork, diversity, equity, and inclusion within the LCC Library. * Ability to work in a collegial, dynamic and progressive team environment.   PROJECT MANAGEMENT   * Ability to participate in long-range planning through organization, analysis, and project management skills. * Ability to set priorities, exercise flexibility in meeting objectives, effectively manage multiple projects simultaneously, and adjust with changing circumstances. * Ability to handle multiple projects, meet deadlines and work under pressure in a dynamic work environment while adapting to changing program demands and priorities. * Ability to organize, problem solve, and implement project goals. * Ability to work accurately, independently, and lead a team in a project-orientated environment.   LEADERSHIP   * Ability to take initiative in devising innovative and creative solutions, developing and leading projects, and working creatively and collaboratively. * Ability to foster and manage change and innovation.   STRATEGIC THINKING   * Ability to analyze trends, generate reports, and interpret results.   TECHNICAL/POSITION SPECIFIC EXPERTISE   * Knowledge and ability to apply American Library Association core competencies of librarianship. * Knowledge of academic library reference service trends, methods and best practices. * Knowledge of college-wide technology systems. * Familiarity with copyright in a higher education environment. * Ability to work across multiple computer systems, platforms, and technologies. * Commitment to ongoing professional development. |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * MLIS (Master’s in Library or Information Science) or equivalent degree from an American Library Association (ALA) accredited program and regionally accredited institution. * Significant professional experience in library collection development. * Knowledge of current and emerging trends in collection development and management. * Experience with collection assessment and managing projects in a team-based environment. * Demonstrated experience working with and interpreting collection analysis tools * Demonstrated recent experience with an Integrated Library System (ILS). * Experience using FTP utilities such as FileZilla for record loading purposes.   **Preferred**   * Experience providing reference and instruction services. * Experience in technical services or e-resources. * Demonstrated knowledge of and experience using Sierra, GOBI, and Summon. * Experience with Library of Congress Classification and Subject Headings (LCSH). * Experience with vendor administration websites and platforms. * Experience with Springshare products such as LibGuides. * Ability to work in a collegial, dynamic, and progressive team environment. |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Demetria Patrick Scott **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/ELT’s Name:** Sally Welch **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe\_\_\_ **Date:** \_2/6/2024\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** FLXXX **Date:** Click or tap to enter a date. **Supervisor’s Position #:** Click or tap here to enter text.

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises