

# Oshkosh Public Library Position Description

**Position:** Materials Selection Librarian  
**Classification:** Librarian  
**Department:** Technical Services  
**Date:** August 2014

**GENERAL PURPOSE**

Principally responsible for the timely selection of new popular materials for the library according to collection policies and budget guidelines. Works with all departments for the selection of materials in designated print and audio-visual collections.

**Supervision** Head of Technical Services  
**Salary Matrix Level** E

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duty / Responsibility	Performance Standards
<b>Materials Selection</b>	
<ul style="list-style-type: none"> <li>Select new popular materials from traditional library review journals and submit them to the Head of Technical Services / Acquisitions Librarian for ordering.</li> </ul>	<ul style="list-style-type: none"> <li>Journals are marked up and submitted in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Act upon subject area specialists' suggestions of materials that will fill gaps in the library's collection of popular materials.</li> </ul>	<ul style="list-style-type: none"> <li>Promptly evaluate and forward selections for ordering.</li> <li>Subject area specialists are consulted promptly if suggested material seems esoteric or otherwise inappropriate to a popular public library collection.</li> </ul>
<ul style="list-style-type: none"> <li>Manage standing orders with jobbers / vendors to ensure prompt receipt of popular library materials.</li> </ul>	<ul style="list-style-type: none"> <li>Popular new materials are received as soon as they become available in the marketplace.</li> </ul>
<ul style="list-style-type: none"> <li>Meet with publisher and jobber representatives.</li> </ul>	<ul style="list-style-type: none"> <li>Good relationship is maintained with jobbers.</li> <li>Library gains maximum value from jobber services.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor book prize awards and other lists to ensure timely receipt of new materials in demand due to such recognition.</li> </ul>	<ul style="list-style-type: none"> <li>Items being recognized with awards or being discussed in the media are available to OPL customers in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor and/or participate in the Wisconsin Digital Library Project of the Wisconsin Public Library Consortium (WPLC), and in the Winnefox Library System's OverDrive Advantage account. Develop selection practices to strike a balance between physical</li> </ul>	<ul style="list-style-type: none"> <li>Winnefox OverDrive Advantage materials are selected in appropriate quantities and in a timely manner.</li> <li>Awareness of developments in the Wisconsin Digital Library is demonstrated.</li> </ul>

and digital media as both marketplaces evolve.	
<ul style="list-style-type: none"> <li>Select and order materials in order to fulfill the intentions of donors to trust funds and memorials; and other donors of financial gifts meant for purchase of library materials.</li> </ul>	<ul style="list-style-type: none"> <li>Materials are selected that are appropriate to the OPL collection and consistent with donor intentions.</li> </ul>
<ul style="list-style-type: none"> <li>Submits orders to Head Technical Services / Acquisitions Librarian with a regularity that ensures prompt receipt and a consistent supply of popular new materials.</li> </ul>	<ul style="list-style-type: none"> <li>Orders are submitted regularly.</li> </ul>
<ul style="list-style-type: none"> <li>Evaluates customer suggestions for purchase of new materials in a prompt manner, consulting with other library staff as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Purchase suggestion evaluated and customer informed one week after submission of the request.</li> </ul>
<ul style="list-style-type: none"> <li>Explore new ways to discover and acquire materials likely to be popular with Oshkosh PL customers.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate initiative in ensuring prompt and timely acquisition of popular library materials.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor collection budget expenditure reports.</li> </ul>	<ul style="list-style-type: none"> <li>Library materials budget is fully expended but not over-expended by end of the budget year.</li> </ul>
<ul style="list-style-type: none"> <li>Review donated materials: decide which items to select the OPL collection and which to refer for sale by the Friends of the Library.</li> </ul>	<ul style="list-style-type: none"> <li>Donated materials are reviewed and sorted within one week of receipt.</li> <li>Donation storage area is not over-flowing into Circulation work areas.</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Collection development</b>	
<ul style="list-style-type: none"> <li>Serve on the Collection Development Coordination Committee along with the Heads of Technical Services, Children’s and Family Outreach Services, Reference and Adult Services and First Floor Public Services</li> </ul>	<ul style="list-style-type: none"> <li>Collection budget recommendations are formulated and submitted to the Library Director before the beginning of the budget year.</li> <li>Collection Development policies are updated and reviewed.</li> <li>Collection Development procedures are discussed and problems worked out.</li> <li>Library collection is developed that achieves a balance between popular demand and the enduring values of the library’s literacy and lifelong learning mission.</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>	
<ul style="list-style-type: none"> <li></li> </ul>	
<b>Duty / Responsibility</b>	<b>Performance Standards</b>
<b>General departmental and library operations</b>	
<ul style="list-style-type: none"> <li>Function in the role of Librarian In Charge (LIC), providing staff leadership and management presence during an accident, incident, customer confrontation or building emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Library employees know to whom to look for direction and leadership in a crisis;</li> <li>Employee has tools and training to confidently handle the role of LIC.</li> </ul>

<ul style="list-style-type: none"> <li>• Assist with building security:             <ol style="list-style-type: none"> <li>1. Disable and enable alarms;</li> <li>2. lock and unlock doors;</li> <li>3. ensure that the building is empty at closing; and</li> <li>4. investigate security and building alarms, including security gates at front entrance.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Library building is maintained in a secure state.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with public health and safety:             <ol style="list-style-type: none"> <li>1. Assist in situations where patron or employee has medical emergency, accident or injury;</li> <li>2. assist lost children;</li> <li>3. follow proper procedures for handling blood borne pathogens; and</li> <li>4. assist with keeping entrance free of snow and ice.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• All appropriate assistance is provided by library employees to help members of the public be safe and healthy while using the library.</li> <li>• All appropriate actions are taken by library employees to remove threats to the health and/or safety of the public that may be present in the library building or on its grounds.</li> </ul>
<ul style="list-style-type: none"> <li>• Enforce library policies, procedures and rules. Complete necessary reports in the case of accident, injury, theft of library property, disturbances, or inappropriate use of library equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Prompt and appropriate actions are taken in response to any accident or incident.</li> <li>• Reports are filed as soon after the conclusion of an accident or incident as is possible.</li> </ul>
<b>Continuing education</b>	
Continually refresh knowledge of areas of professional expertise as well as issues and trends in public librarianship.	<ul style="list-style-type: none"> <li>• Personal and professional development goals are set in the annual performance review with the supervisor.</li> <li>• Progress toward development goals is demonstrated during performance review meetings.</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
Other duties as assigned.	

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of materials selection resources (review journals, jobber web sites, etc.), library customer demand patterns, publishing and reading trends.
- Above average computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation). Skill in the operation of library automation software, and web browser software, content management software for the public web site and internal blogs;
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.

### REQUIRED EDUCATION AND/OR EXPERIENCE

Master's Degree in Library Science (MLS) from a program accredited by the American Library Association (ALA).

## **TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software including computer workstation, calculator, fax machine, photocopier, telephone, and printers. Also, equipment necessary for providing library collections, programs and services in a developing environment of networked digital information transfer: projectors, flash drives, portable devices for reading ebooks and listening to downloadable audiobooks, digital cameras, and mobile theater systems.

Building security systems including fire safety equipment

## **PHYSICAL DEMANDS**

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

While performing the duties of this position, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Position requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is moderate. Most work is indoors.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.

August 2014