

Oshkosh Public Library

Position Description

Position: Head of Collection Development

Classification: Managing Librarian

Department: Collection Development

Date: December 2018

General Purpose

The person in this position supervises all aspects of the library's effort to offer a wide variety of educational and entertaining content to its users. Collected content may be distributed by its originators or aggregators in any of a wide variety of packages and/or formats, including but not limited to printed books and eBooks; audiobooks, movies, and music on physical media or in downloadable digital files; magazines, newspapers; and online digital resources such as learning courses, auto repair manuals, and directories of addresses and telephone numbers. Activities required to manage this collection include: reading reviews and monitoring other sources of information to identify content for inclusion; initiating orders to purchase copies of physical materials or license access to digital resources; maintaining control over expenditure budgets allocated for acquiring library content; tracking the use of the collections in order to better understand current and future needs of the community; and de-selecting content that is no longer meeting those needs.

Supervision: Library Director

Supervises: Acquisitions Library Assistant II

Salary Matrix Level: H

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
Collection development	
<u>Policy:</u> <ul style="list-style-type: none"> Work with library administration, management team, and professional librarians to establish and revise policies guiding the full range of content to be offered to the library's users. 	<ul style="list-style-type: none"> Library has policy in place that accurately reflects the content being offered to the public. Library collection development policy is consistent with the library's strategic plan goals.
<u>Budget:</u> <ul style="list-style-type: none"> Allocate the "library materials" budget line in the annual operating budget among the various age-levels, subjects and formats of content offered by the library to its users. Monitor spending of the library materials budget over the course of the year, adjusting purchasing to use all allocated funds without significantly exceeding the amount budgeted. 	<ul style="list-style-type: none"> Library materials budget line is allocated by end of January of the budget year. Materials budget spending targets are met.

<p><u>Trust Funds:</u></p> <ul style="list-style-type: none"> • Keep records of trust funds available to support purchase of content, including endowed trust funds, short-term gifts, and memorials. 	<ul style="list-style-type: none"> • Trust fund collections purchases are expended as allocated by the library board. • Trust fund proceeds are used to purchase library content consistent with the intentions of the donors. • Records of trust fund expenditures are current.
<ul style="list-style-type: none"> • Stay current with emerging trends in public library collection development. • Explore and evaluate new ways to discover and acquire content likely to be popular with Oshkosh PL customers. 	<ul style="list-style-type: none"> • Demonstrate initiative in ensuring prompt and timely acquisition of popular library content.
<p>Content Selection</p>	
<ul style="list-style-type: none"> • Select new popular materials from library review journals, and other resources for identifying content that may serve community needs. • Coordinate ordering of new materials with the Acquisitions Assistant. • Include OPL librarians on routing lists for review journals on an opt-in basis. 	<ul style="list-style-type: none"> • Content is selected to meet the information and entertainment needs of the community. • OPL librarians have an opportunity to see review journals.
<ul style="list-style-type: none"> • Submit orders for library materials purchases with a regularity that ensures prompt receipt and a consistent supply of popular new content. 	<ul style="list-style-type: none"> • Selections are submitted regularly for ordering. • Selections are submitted with all data elements needed to place an order (author; title; ISBN)
<ul style="list-style-type: none"> • Evaluate customer suggestions for purchase of new materials in a prompt manner, consulting with other library staff as needed. 	<ul style="list-style-type: none"> • Purchase suggestion evaluated and customer informed one week after submission of the request.
<ul style="list-style-type: none"> • 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 and digital media as both marketplaces evolve. 	<ul style="list-style-type: none"> • Winnefox OverDrive Advantage materials are selected in appropriate quantities and in a timely manner. • Awareness of developments in the Wisconsin Digital Library is demonstrated.
<ul style="list-style-type: none"> • Evaluate all standing orders plans to ensure prompt receipt of popular library materials. 	<ul style="list-style-type: none"> • Popular new materials are received as soon as they become available in the marketplace. • Each standing order plan is reviewed and adjusted once every six months. • Use of standing orders or other automated ordering plans are maximized in order that popular library materials are acquired with a minimum of staff intervention.

<ul style="list-style-type: none"> Review donated materials: decide which items to select for the OPL collection and which to refer for sale by the Friends of the Library. 	<ul style="list-style-type: none"> Donated materials are reviewed and sorted within one week of receipt. Donation storage area is not over-flowing into Circulation work areas.
<ul style="list-style-type: none"> Work closely with the Head of Children's and Family Outreach Services and the Public Services Librarian (responsible for Teen Collections and Services) on the development of their respective collections. 	<ul style="list-style-type: none"> Head of CFOS and Public Services Librarian report that their views are considered in decisions that shape the nature and use of the children's and teen collections.
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Materials are selected that are appropriate to the OPL collection and consistent with donor intentions.
<ul style="list-style-type: none"> Maintain an open and ongoing dialog about the nature and use of the library's collections with all OPL librarians who directly serve the public. Librarians will be responsible for calling attention to areas of the collection that need attention (updating, weeding, etc.). Librarians may also provide input on collection patterns in areas for which they have special expertise. 	<ul style="list-style-type: none"> Communication between the Head of Collection Development and OPL librarians is routine and collegial. The Head of Collection Development and the OPL librarians work together to create and revise collection development policy, as appropriate.
<ul style="list-style-type: none"> Monitor book prize awards and other lists to ensure timely receipt of new materials in demand due to such recognition. 	<ul style="list-style-type: none"> Items being recognized with awards or being discussed in the media are available to OPL customers in a timely manner.
<ul style="list-style-type: none"> Evaluate damaged materials for replacement/withdrawal 	<ul style="list-style-type: none"> Replacement or withdrawal decisions are made based on use statistics and availability.
<ul style="list-style-type: none"> Run reports (missing items, withdrawn items, etc.) to determine whether listed items should be replaced 	<ul style="list-style-type: none"> Replacement or withdrawal decisions are made based on use statistics and availability.
<ul style="list-style-type: none"> Review "old holds" list. 	<ul style="list-style-type: none"> Patrons are informed of materials that can no longer be supplied by the library.
<ul style="list-style-type: none"> Run reports and make decisions regarding ordering new titles or added copies of titles already owned 	<ul style="list-style-type: none"> Titles are in demand, customers are satisfied.
Acquisitions	
<ul style="list-style-type: none"> Incorporate the library materials budget into the ILS acquisitions system, track and report expenditure of the budget. 	<ul style="list-style-type: none"> Allocation of library materials budget is reflected in the ILS Acquisitions module soon after it is determined (typically in January).
<ul style="list-style-type: none"> Oversee all phases of the library materials acquisitions process. 	<ul style="list-style-type: none"> A continuous flow of new materials is available for the use of library customers.

<ul style="list-style-type: none"> • Check all library materials orders before sending for on order status and downloading from OCLC and splitting the orders according to vendors to be used. 	<ul style="list-style-type: none"> • A minimal number of duplicate materials are ordered; vendors are chosen for best value to library (discounted price and availability).
<ul style="list-style-type: none"> • Order library materials via a variety of vendors' online commerce tools. 	<ul style="list-style-type: none"> • Materials not available through the purchase order procedure are ordered.
<ul style="list-style-type: none"> • Act as a liaison with library material vendors and their sales representatives. 	<ul style="list-style-type: none"> • Vendors are chosen for best value to library (discounted price and availability).
<ul style="list-style-type: none"> • Work with vendors to resolve problems that occur with materials orders. 	<ul style="list-style-type: none"> • Order problems are resolved in a timely manner.
Manage Collection Development Department staff	
<ul style="list-style-type: none"> • Recruit highly qualified, highly motivated individuals to fill any vacancies that may occur in the department. 	<ul style="list-style-type: none"> • Vacancies are filled by employees who successfully perform required tasks.
<ul style="list-style-type: none"> • Schedule department employees to maximize services, as well as to give employees sufficient notice to schedule activities outside of work. 	<ul style="list-style-type: none"> • Department employees are available to provide service to external and internal customers as needed. • Department employees report that they receive library work schedules in a timely fashion. • Department employees are assigned tasks that further library, departmental, and individual goals. • Service provided to external and internal customers is thorough, accurate and timely. • All required and customary output measures are recorded accurately.
<ul style="list-style-type: none"> • Supervise ongoing work of the department employees, including: Giving direction, assisting with prioritizing, coaching, advising on library policy, communicating information and developments of the department to appropriate library staff. 	<ul style="list-style-type: none"> • Staff reports that their supervisor is available to provide direction, guidance and advising.
<ul style="list-style-type: none"> • Assign specific tasks or projects to individual employees to meet plan goals and objectives. 	<ul style="list-style-type: none"> • Department goals and objectives are met on schedule.
<ul style="list-style-type: none"> • Continuous improvement of workflow 	<ul style="list-style-type: none"> • Document and report improvements.
<ul style="list-style-type: none"> • Review position descriptions annually 	<ul style="list-style-type: none"> • Report on position updates.
<ul style="list-style-type: none"> • Perform staff evaluations annually 	<ul style="list-style-type: none"> • Complete annual evaluations and hold mid-year check-in conferences.
<ul style="list-style-type: none"> • Ensure that staff receives continuing education or other training needed to perform their duties and responsibilities at a high level. 	<ul style="list-style-type: none"> • Staff reports a high confidence level in their skills and knowledge required to perform their duties and responsibilities.
<ul style="list-style-type: none"> • Encourage continuing development of personal and professional skills and 	<ul style="list-style-type: none"> • There is a shared understanding of each employee's goals, and strategies are

knowledge.	developed during the course of evaluations as well as regular supervision.
<ul style="list-style-type: none"> Solicit input from department employees for improvements in the collections, services and programs. 	<ul style="list-style-type: none"> Employees report that their feedback and ideas are important to developing department services.
<ul style="list-style-type: none"> Document violations of policy and procedure, and when necessary, discipline employees. 	<ul style="list-style-type: none"> Document violations and all actions taken to counsel or correct employee behavior that is contrary to library policy or procedure.
General departmental and library operations	
<ul style="list-style-type: none"> Fill in for department employees during vacations, illness, etc. 	<ul style="list-style-type: none"> Time-sensitive tasks are completed on time despite the absence of an employee.
<ul style="list-style-type: none"> Provide staff leadership and management presence during an accident, incident, customer confrontation or building emergency. 	<ul style="list-style-type: none"> Library employees know to whom to look for direction and leadership in a crisis.
<ul style="list-style-type: none"> Assist with building security, including: disabling and enabling alarms, lost children, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice. 	<ul style="list-style-type: none"> Appropriate assistance and actions are provided by library staff to ensure the publics' safety and healthy while using the library.
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Prompt and appropriate actions are taken in response to any accident or incident. Reports are filed as soon after the conclusion of an accident or incident as is possible.
<ul style="list-style-type: none"> Interpret, analyze and respond to customer questions, comments and complaints in regard to library policies and procedures. 	<ul style="list-style-type: none"> Prompt and appropriate actions are taken in response to any accident or incident. Reports are filed as soon after the conclusion of an accident or incident as is possible.
<ul style="list-style-type: none"> As a member of the library's management team or as head of a library department, be aware of and pursue grant opportunities to fund library projects. Provide leadership in the grant process, including project conception; budget estimation; application writing; project implementation and reporting. 	<ul style="list-style-type: none"> Grant dollars secured; Library goals achieved with support of grant funding.
Library administration	
<ul style="list-style-type: none"> Attend and constructively participate in team or planning meetings as required by the Library Director. 	<ul style="list-style-type: none"> Consistently attends meetings and contributes in a constructive and collegial spirit.
<ul style="list-style-type: none"> Support and promote services and programs of Oshkosh Public Library, of other library departments and of other libraries within the Winnefox Library System. 	<ul style="list-style-type: none"> Opportunities for support and/or promotion of area libraries are seized when presented.

<ul style="list-style-type: none"> Report on goals, objectives and accomplishments of the department. 	<ul style="list-style-type: none"> Regular progress reports are made.
Winnefox Support -- WALS	
<ul style="list-style-type: none"> Liaison with WALS staff for Acquisitions software and procedure. 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Work with WALS staff in relation to changes and problems with the integrated library automation software. 	<ul style="list-style-type: none"> Software problems are identified. Software features are examined; views are shared with WALS staff.
Continuing education	
<ul style="list-style-type: none"> Continually refresh knowledge of areas of professional expertise as well as issues and trends in public librarianship. 	<ul style="list-style-type: none"> Personal and professional development goals are set in the annual performance review with the Library Director. Progress toward development goals is demonstrated during performance review meetings.

Knowledge, Skills And Abilities

- Knowledge of current practices and developing trends in collection development librarianship.
- Knowledge of the WALS integrated library automation system, specifically the software modules that enable materials acquisition, and public catalog searching.
- Knowledge of library materials vendor ordering procedures.
- Knowledge of vendors' online ordering sites and procedures.
- Knowledge of principles and practices of library management and administration.
- Knowledge of principles and practices of personnel management.
- Coaching skills, including the ability to clearly and patiently explain how and why department tasks are to be performed.
- Thorough knowledge of library policies, procedures and rules; ability to explain them clearly to department employees.
- Knowledge of the library's materials fund budgets and expenditure procedures.
- 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, and vendor software/web sites for ordering library materials.
- Ability to work confidently in high-pressure, fast-paced environment. Able to prioritize tasks for oneself and department employees; ability to effectively delegate tasks to maximize the productivity of the department.
- Skill in communicating sensitively and effectively with people from diverse backgrounds; successfully negotiate situations where customers – whether external or internal -- are upset.
- 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).

Five years of experience working in library collection development.

Experience supervising employees or providing leadership to task teams or projects.

Tools And Equipment Used

Typical office equipment, computers and software including computer workstation, computer projector, calculator, fax machine, photocopier, telephone, and printers.

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.

Occasionally, when acting as a member of the library's management team, the person in this position may be called upon to perform duties to assure the health or safety of others, that fall well outside the typical tasks of the position. For example, the person in this position may be called upon to clean up blood or other bodily fluids (while taking proper precautions against infection by blood-borne pathogens); shovel snow; or salt an icy sidewalk.

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.

December 2018

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