



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

DATE: September 22, 2023
TO: Oshkosh Public Library Board of Trustees
FROM: Lisa Voss and Ruth Percey, Interim Library Co-Directors
RE: Collection Development and Acquisitions Librarian

Attached is a position description for a Collection Development and Acquisitions Librarian.

We believe that a librarian grade position is appropriate for the duties assigned. In addition, this position can provide needed backup to the head of Technical Services, currently the only position in the department that requires an MLS.

Handling of materials donations, previously done by the Head of Collection Development, will be transferred to the position of Circulations Operations Manager. You can expect revised position descriptions for Circulations Operations Manager, and Head of Technical Services later this year, as well as a position description for a Collection Development and Acquisition Assistant II.

We feel it is imperative that the librarian position be filled in a manner that allows for some overlap with the current Head of Collection Development. The current Head of Collection Development, who has performed these duties for many years, has the most complete understanding of the position. To ensure seamless development and maintenance of the OPL collection, it is important that the new librarian receives proper training before fully assuming the responsibilities of Collection Development and Acquisitions Librarian.

Thank you for your consideration.

Ruth Percey and Lisa Voss
Co-Interim Directors

"A Library in Every Life"



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