

# Oshkosh Public Library

## Position Description

**Position:** Collection Development and Acquisitions Librarian

**Classification:** Librarian

**Department:** Technical Services

**Date:** September 2023

**General Purpose**

Primary responsibility of the librarian in this position is to supervise all aspects of the library’s effort to offer a wide variety of educational and entertaining content to its users; coordinate collection development policies; oversee the materials budget allocations and expenditures and all phases of the library materials acquisitions process. Collected content may include printed books and eBooks; audiobooks, movies, and music on physical media or in downloadable digital files; magazines, newspapers; and online digital resources. 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 to better understand current and future needs of the community; and de-selecting content that is no longer meeting those needs. As part of the Technical Services team, this librarian will provide support in maintaining records in the ILS catalog and to assist in cataloging materials that need original cataloging, and cooperate with WALs staff to maintain aspects of the Acquisitions module of the ILS.

Supervision: **Head of Technical Services**

Salary Matrix Level: **F**

**Essential Duties and Responsibilities**

Duty / Responsibility	Performance Standards
<b>Collection development</b>	
<ul style="list-style-type: none"> <li>• Work with library administration, management team, and professional librarians to establish and revise policies and scope statement guiding the full range of content to be offered to the library’s users.</li> <li>• Hold regular meetings with librarians to discuss budgets, industry trends, publishing developments, and related matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Library has policy in place that accurately reflects the content being offered to the public.</li> <li>• Library collection development policy and scope statements are consistent with the library’s strategic plan goals.</li> <li>• Librarians have the information needed to assist with collection development.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Monitor spending of the library materials budget over the course of the year, adjusting purchasing to use all allocated funds without</li> </ul>	<ul style="list-style-type: none"> <li>• Library materials budget line is allocated by end of January of the budget year.</li> <li>• Materials budget spending targets are met.</li> </ul>

significantly exceeding the amount budgeted.	
<ul style="list-style-type: none"> <li>Keep records of endowment funds available to support purchase of content, including endowed funds, short-term gifts, and memorials.</li> </ul>	<ul style="list-style-type: none"> <li>Endowment fund collections purchases are expended as allocated by the Library Board.</li> <li>Endowment fund proceeds are used to purchase library content consistent with the intentions of the donors.</li> <li>Records of endowment fund expenditures are current.</li> </ul>
<ul style="list-style-type: none"> <li>Stay current with emerging trends in public library collection development.</li> <li>Explore and evaluate new ways to discover and acquire content 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 content.</li> </ul>
<b>Content Selection</b>	
<ul style="list-style-type: none"> <li>Select new popular materials from library review journals, and other resources for identifying content that may serve community needs.</li> <li>Coordinate the ordering of new materials with the Acquisitions Assistant.</li> <li>Include OPL librarians on routing lists for review journals on an opt-in basis.</li> </ul>	<ul style="list-style-type: none"> <li>Content is selected to meet the information and entertainment needs of the community.</li> <li>OPL librarians have an opportunity to see review journals.</li> </ul>
<ul style="list-style-type: none"> <li>Submit orders for library materials purchases with regularity that ensures prompt receipt and a consistent supply of popular new content.</li> <li>Place orders from selection carts created by librarians.</li> <li>Maintain "Request for Purchase" spreadsheet and place holds for patrons once material has been ordered.</li> </ul>	<ul style="list-style-type: none"> <li>Selections are submitted regularly for ordering.</li> <li>Selections are submitted with all data elements needed to place an order (author; title; ISBN)</li> <li>The orders are placed in a timely manner.</li> <li>Patron is promptly notified on whether purchase has been approved.</li> </ul>
<ul style="list-style-type: none"> <li>Evaluate 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>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.</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>
<ul style="list-style-type: none"> <li>Evaluate all standing orders plans 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> <li>Each standing order plan is reviewed and adjusted once every six months.</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> </ul>
<ul style="list-style-type: none"> <li>Select and order materials in order to fulfill the intentions of donors to endowment 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>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.</li> <li>Promptly respond to librarians' input on areas of the collection that need attention.</li> </ul>	<ul style="list-style-type: none"> <li>Communication between the Collection Development and Acquisitions Librarian and other OPL librarians is routine and collegial.</li> <li>Librarians have a voice in improving the collection.</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>Evaluate damaged materials for replacement/withdrawal.</li> </ul>	<ul style="list-style-type: none"> <li>Replacement or withdrawal decisions are made based on use statistics and availability.</li> </ul>
<ul style="list-style-type: none"> <li>Run reports (missing items, withdrawn items, etc.) to determine whether listed items should be replaced</li> </ul>	<ul style="list-style-type: none"> <li>Replacement or withdrawal decisions are made based on use statistics and availability.</li> </ul>
<ul style="list-style-type: none"> <li>Review "old holds" list.</li> </ul>	<ul style="list-style-type: none"> <li>Patrons are informed of materials that can no longer be supplied by the library.</li> </ul>
<ul style="list-style-type: none"> <li>Run reports and make decisions regarding ordering new titles or added copies of titles already owned</li> </ul>	<ul style="list-style-type: none"> <li>Titles are in demand, customers are satisfied.</li> </ul>
<b>Acquisitions</b>	
<ul style="list-style-type: none"> <li>Incorporate the library materials budget into the ILS acquisitions system, track and report expenditure of the budget.</li> </ul>	<ul style="list-style-type: none"> <li>Allocation of library materials budget is reflected in the ILS Acquisitions module soon after it is determined (typically in January).</li> </ul>
<ul style="list-style-type: none"> <li>Oversee all phases of the library materials acquisitions process. Be familiar with WorkFlows and specifically, the acquisitions module.</li> </ul>	<ul style="list-style-type: none"> <li>A continuous flow of new materials is available for the use of library customers.</li> <li>Can use acquisitions module if needed.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>A minimal number of duplicate materials are ordered; vendors are chosen for best value to library (discounted price and availability).</li> </ul>
<ul style="list-style-type: none"> <li>Order library materials via a variety of vendors' online commerce tools.</li> </ul>	<ul style="list-style-type: none"> <li>Materials not available through the purchase order procedure are ordered.</li> </ul>
<ul style="list-style-type: none"> <li>Act as a liaison with library material vendors and their sales representatives.</li> </ul>	<ul style="list-style-type: none"> <li>Vendors are chosen for best value to library (discounted price and availability).</li> </ul>
<ul style="list-style-type: none"> <li>Work with vendors to resolve problems that occur with materials orders.</li> </ul>	<ul style="list-style-type: none"> <li>Order problems are resolved in a timely manner.</li> </ul>

<b>Cataloging Support</b>	
<ul style="list-style-type: none"> <li>Overlay on order records with full OCLC bibliographic records at time of order or during acquisitions process.</li> </ul>	<ul style="list-style-type: none"> <li>Ordered items are discoverable in the library catalog by customers and available to be placed on reserve in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Catalog materials that require advanced training and experience in cataloging standards and practices, including original cataloging for materials that cannot be found on OCLC. Create item records and classify materials that have been cataloged.</li> </ul>	<ul style="list-style-type: none"> <li>Library materials are discoverable in the library catalog and available for circulation in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with the maintenance of bibliographic and item records in the library catalog due to the withdrawal or relocation of library materials in the collection.</li> </ul>	<ul style="list-style-type: none"> <li>Library catalog accurately reflects where collection items are located for library customers to find.</li> </ul>
<b>General departmental and library operations</b>	
<ul style="list-style-type: none"> <li>Fill in for department employees during vacations, illness, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Time-sensitive tasks are completed on time despite the absence of an employee.</li> </ul>
<ul style="list-style-type: none"> <li>Provide staff leadership during an accident, incident, customer confrontation or building emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Library employees know who to ask for assistance in a crisis.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate assistance and actions are provided by library staff to ensure the public's safety and health while using the library.</li> </ul>
<ul style="list-style-type: none"> <li>Interpret, analyze and respond to customer questions, comments and complaints in regard to library policies and procedures.</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>
<ul style="list-style-type: none"> <li>Other tasks as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Other tasks as assigned are performed.</li> </ul>
<b>Winnefox Support -- WALs</b>	
<ul style="list-style-type: none"> <li>Liaison with WALs staff for Acquisitions software and procedure.</li> <li>Work with WALs staff in relation to changes and problems with the integrated library automation software.</li> </ul>	<ul style="list-style-type: none"> <li>Software problems are identified.</li> <li>Software features are examined; views are shared with WALs staff.</li> </ul>
<b>Continuing education</b>	
<ul style="list-style-type: none"> <li>Continually refresh knowledge of areas of professional expertise as well as issues and trends in public librarianship.</li> </ul>	<ul style="list-style-type: none"> <li>Personal and professional development goals are set in the annual performance review with the department head.</li> </ul>

	<ul style="list-style-type: none"> <li>• Progress toward development goals is demonstrated during performance review meetings.</li> </ul>
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**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 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, 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; 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).

Three years of experience working in library collection development. Cataloging and OCLC preferred.

**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.

**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.

September 2023