

# MERIDIAN LIBRARY DISTRICT

## Collection Development Librarian



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### ***Position Summary***

The Collection Development Librarian performs selection, deselection, and assessment of the Libraries' collections and users' needs in assigned areas and within budget. Reports to and works with the Material Services Manager in conjunction with Branch and Department Managers, or designated representatives, to respond to the needs of the public. Work is performed independently under general supervision, with execution of sound judgment related to use of taxpayer dollars.

The majority of work hours are spent selecting and deselecting materials, and assessing collections.

### ***Duties and Responsibilities***

#### *Essential*

#### **Collection Development**

Analyzes community and library data to build a solid collection of current adult, young adult, and children's materials from a variety of sources including journals, media, publishers, and distributors. Monitors and fulfills patron requests for materials to the extent possible and communicates disposition to patrons and staff. The Collection Development Librarian builds a collection which reflects the diversity of the District in accordance with the Collection Development Policy. Analyzes and manages the existing collections to determine materials needed for each library branch and identifies materials that need to be replaced or added. Oversees collection maintenance of assigned collections in collaboration with library staff. This position requires regular visits to library branches for hands-on work with collections.

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*Adopted by the Meridian Library Board of Trustees n.d.*

*Revised and Board Approved March 19, 2025*

## **Promotion**

The Collection Development Librarian promotes collection internally and externally in collaboration with public service staff and may include utilizing local media, vendor marketing tools, displays, book lists, online utilities, social media and readers advisory.

## **Customer Service**

Provides high quality internal customer service to other staff and vendors, and is responsive to patron purchase requests. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Arrives at work location on time, ready to interact with other staff.

## **Research and Reports**

Prepares reports to analyze collection effectiveness and diversity. Tracks the outcomes of collection-based strategic goals. The Collection Development Librarian monitors and manages collection budgets and tracks collection usage; prepares related presentations and statistical reports. Maintains good attendance and timekeeping records.

## *Marginal*

Explores new collection development tools to identify areas that will contribute to streamlining processes. Reviews digital services and uses various digital services to test digital services. Coordinates with cataloging and acquisition staff on procedures and collection updates. Assists with development and adjustments of annual materials budget. Is professionally active; identifies and participates in professional development opportunities. The Collection Development Librarian is knowledgeable of library trends, developments and new technology and contributes ideas and suggestions to colleagues and library staff members.

Accepts and directs the work of volunteers and/or coordinates workflow in a team environment; provides collection development training for staff involved in selection and collection maintenance.

Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development. This may include being a lead for a committee, subcommittee, working group, or project team.

Performs other duties as assigned.

## **Minimum Qualifications**

*Knowledge, Skills, and Abilities:*

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Demonstrated commitment to diversity, equity, and inclusion.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Must be able to work alone at a location as well as remotely.

Proficient with standard office applications (including Microsoft Office and Google applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. Proficient in the principles of project management. Able to oversee multiple large-scale projects and effectively manage time.

Requires a working knowledge of a variety of consumer electronics and proficiency with vendor databases. Good understanding of public libraries and library services and the principles of library classification and collection development.

The job requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts; the job has accountability for ensuring customer satisfaction District-wide. The incumbent understands and communicates knowledge of customers' priorities and needs.

*Experience:* 1-3 years of professional library work experience.

*Education:* Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent experience.

*Training, Licenses, or Certifications:* Course work in, or direct experience with, collection development responsibilities.

*Supervisory Responsibility:* None.

***Preferred Qualifications:*** 2 or more years of public library experience and bilingual, preferably Spanish-English, Russian-English or other languages. Desired personal attributes include an awareness of the entire community, a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

## ***Working Conditions***

*Physical Requirements:* The job requires the employee to sit (frequently); occasionally stand, twist/turn, maintain flexibility, and speak clearly; perform fine manual dexterity movements; constantly see, hear, and listen; seldom stoop/bend, kneel, walk, squat, crouch, and balance. The job also requires the employee to lift and carry up to 30 lbs; reach at, above, and below shoulder height; grasp objects weighing 30 lbs.; push and pull objects weighing 50 lbs.

*Mental Requirements:* The job requires the employee to read, write, perform clerical duties, comprehend and use perception, and perform basic and complex math. Requires independence in decision-making and a comfort level with autonomy.

*Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, vendor applications, library systems and databases, and email and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as work with a sorting machine, book carts, and small tools and labels. This position may require operation of a vehicle on behalf of the District.

*Work Environment:* The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

*Expected Hours of Work:* The job requires the majority of work to be performed during regular daytime business hours Monday-Friday. Position schedule and work location are subject to change at the discretion of management to support business needs.

*Expected travel:* May travel occasionally between library branches and for meetings, training, and conferences.

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**Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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