



JOB TITLE		DEPARTMENT	JOB LEVEL
Collection Services Librarian		Collection Services	L1
CLASSIFICATION	REPORTS TO	SUPERVISES	
Full-time Exempt	Director of Collection Services	None	

**POSITION SUMMARY**

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Under the general direction of the Director of Collection Services, this position is responsible for the selection of eBooks, eAudiobooks, Adult A/V, titles for the library print collection, tracking library leasing, and maintaining vendor selection profiles for collection development.

**ESSENTIAL RESPONSIBILITIES**

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- Selects and orders library material, including titles for the Adult library print collection, eBooks, eAudiobooks and Adult A/V
- Selects and purchases content for all Kindles and other devices
- Responsible for fulfillment and purchasing of eBook or eAudiobook Material Requests
- Writes, edits, monitors and works collaboratively with staff and vendor partners on current and new collection development profiles for print and eContent
- Maintains leasing contract and quotas including tracking and determining leasing returns and rotations
- Monitors and determines Hi-hold ratios and acquires additional material as needed to meet demand
- Creates reports and in-depth analysis and data evaluation to assist in the creation of Collection Development policies and practices
- Creates and interprets deselection lists and oversees distribution of maintenance lists of library material to meet the goals and objectives of the library’s strategic plan
- Works collaboratively with the Collection Development team to create, monitor and oversee the allocated materials budget
- Serves on committees, as needed, and participates in staff meetings and library-wide projects to align with GBPLD mission and strategic plan
- Provides exceptional customer service to both internal and external customers and represents the library in a positive manner
- Continues professional development by attending virtual and off-site conferences, workshops, and meetings to maintain current expertise
- Reads professional literature and stays current on library trends and collection service innovations
- Other library related duties as assigned
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## **KNOWLEDGE / SKILLS / ABILITIES**

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- Conversant with best practices and trends in library collection processes
- Experience with Innovative Interfaces Integrated Library System
- Experience utilizing Collection Development report products
- Advanced skills with Microsoft Office Word and Excel programs
- Basic digital literacy knowledge including the use of e-mail, internet, various software and mobile devices
- Ability to read and interpret databases, websites, and internet search results
- Knowledge of popular materials across all age groups and formats
- Highly developed skill in analyzing data and drawing meaningful conclusions
- Ability to prioritize and manage time efficiently and effectively and meet deadlines
- Must be detail-oriented
- Effective oral and written communication skills
- Ability to exercise good judgment in evaluating situations and making decisions
- Ability to use tact and sensitivity in personal interactions, and respect confidentiality
- Ability to function effectively independently, as well as part of a team
- Demonstrates support for innovation and organizational changes needed to improve the library's effectiveness
- Adapts well to changes in existing practices, routines, and workflows

## **EDUCATION/EXPERIENCE QUALIFICATIONS**

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- MLS from an ALA accredited school
- One year of public library experience including using Sierra

## **TOOLS/EQUIPMENT**

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Use of the following equipment: computer, mouse and keyboard, copy machine, calculator, printers, scanners, fax machine, telephone system

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

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- Must be able to hear, comprehend and respond to employees and vendors, both in person and in telephone conversations
- Must have visual ability to see computer screen, keyboard, barcodes and other print material
- Must be able to manipulate computer keyboard, laptop, calculator
- Must be able to type with accuracy and be attentive to details
- Must be able to perform repetitive hand motions for extended periods of time
- Must be able to lift and carry items weighing up to 40 pounds
- Must be able to sit or stand for extended periods of time during work period
- Must be able to walk distances of more than 100 feet within the building
- Must be able to push a cart of books weighing greater than 100 pounds
- Must be able to work scheduled hours, which may include days, evenings, and weekends, and meet general attendance requirements
- Must be able to drive a vehicle and hold a valid Illinois driver's license to attend library meetings