

**UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM**

Check one: Faculty Exempt Non-Exempt Other

FOR LIBRARY HR USE ONLY – 102723

Date Prepared: September 8, 2021 **Division:** Collection Strategies & Services

Prepared by: Maggie Saponaro **Department:** Collection Development Strategies

Reports to: Director, Collection Development Strategies

Position Title: Collection Development Strategies Librarian

NATURE OF WORK:

The Collection Development Strategies Librarian will work in a highly collaborative organization to create and implement innovative approaches to providing effective stewardship of print and electronic collections. The main work will focus on gathering and managing data supporting collection development and collection assessment and making decisions about the collections based on that data. The Collection Development Strategies Librarian will have a leadership role in planning and executing deselection and transfer projects for print collections and identifying alternate formats as appropriate, as well as the rightsizing of on-campus collections in McKeldin Library, campus branch libraries and collections housed off-site. The Librarian will assist in gathering, managing, manipulating, and reporting data drawn from in-house systems such as ALEPH and from a wide range of vendor supplied data and data available from external organizations. The Librarian will also serve as liaison to regional and national collections initiatives, shared print, and specialized data repositories.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable

access to our facilities, resources, and services.

DUTIES AND RESPONSIBILITIES (indicate % of time spent on job duties):

- Collection management (95%) *
 - In collaboration with the Director of Collection Development Strategies and the Deselection and Transfer Steering Committee (DTSC), develops and manages project-oriented activities, including making decisions regarding the disposition and location of library materials (e.g. Hornbake storage organization, microfilm de-duplication, shifting of collections within McKeldin Library, collaboration with Severn Library, etc.).
 - Plans and makes decisions associated with the effective maintenance of existing collections and related deselection/retention, preservation, and storage issues, including Severn Library.
 - Develops a program of data analysis to inform collections strategy and applies data to collections decisions.
 - Manages Library resource desiderata processes.
 - Serves as a liaison with colleagues in Cataloging and Metadata Services, Acquisitions, Continuing Resources and Data Services, and Preservation.
 - Serves as a liaison for the Development Office and Gifts-in-Kind program.
 - Serves as liaison between the University of Maryland Libraries and regional and national collections initiatives (Big Ten Academic Alliance, University System of Maryland and Affiliated Institutions, HathiTrust, etc.), shared print, and specialized data repositories into the Library's collections framework.
 - Works with the Collection Development Strategies Graduate Assistant to monitor and update collections-related intranet (LIBI) and public web pages.
 - Serves as a standing member of the Collection Development Committee (CDC) and chairs Deselection and Transfer Steering Committee (DTSC).
 - Assists with the formulation and review of Library collection development policies and related workflows.
 - Assists in monitoring and responding to mediated requests received through the demand driven acquisitions (DDA) program, and monitors and addresses requests for materials generated by the Library's suggestion services ("Suggest a Book", etc.).

- o Monitors local, system-wide, and vendor provided reports to identify collection related trends and patterns.
- Other Duties and Responsibilities (5%)
 - o Participates in university and/or library activities and training related to promoting diversity, equity, inclusion, and accessibility.
 - o Contributes to achieving the University's and/or the Libraries' diversity, equity, inclusion, and accessibility goals.
 - o Performs other duties as assigned.

PHYSICAL DEMANDS:

Normal office environment.

SUPERVISORY RESPONSIBILITIES:

Direct supervision of students.

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

Required: Master's degree in Library and/or Information Science from an ALA-accredited institution or a non-USA equivalent; or a graduate degree relevant to the position's duties.

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

Required

- Minimum three years of increasingly responsible professional library experience in an academic or research library, or equivalent, including collection management or technical services.
- Demonstrated ability to work effectively with faculty, staff, and students in a multicultural and diverse environment.
- Excellent interpersonal, and communication skills.
- Strong analytical skills and experience gathering, assessing, interpreting, and presenting quantitative and qualitative data for varied audiences.
- Demonstrated ability to plan, coordinate, and implement effective projects.

Preferred

- Experience with creating collection development and management policies and strategies.
- Experience with tools used for data manipulation, analysis, and visualization (e.g. *Excel, Access, Python, OpenRefine, Tableau, Jupyter Notebooks*).
- Aptitude for learning and adapting emerging technologies.
- Familiarity with licensing practices for electronic resources.
- Strong record of professional engagement.

Faculty Requirement: This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self- directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult:

<https://www.president.umd.edu/policies/2014-ii-100b.html>.

Employee’s Signature _____ **Date** _____

Print Employee’s Name _____

Supervisor’s Signature _____ **Date** _____

***Note: Asterisk indicates these are essential job functions.**