UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty _____ Exempt _____ Non-Exempt _____ Other _____

FOR LIBRARY HR USE ONLY – Position Number

Date Prepared: August 31, 2018 Division: Collection Strategies & Services

Prepared by: Maggie Saponaro Department: Collection Development

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 right-sizing 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.

DUTIES AND RESPONSIBILITIES:

- Collection Development (75%) *
  - 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.).
o Plans and makes decisions associated with the effective 
   maintenance of existing collections and related 
   deselection/retention, preservation, and storage issues, including 
   Severn Library.

o Develops a program of data analysis to inform collections strategy 
   and applies data to collections decisions.

o Manages library collection desiderata processes.

o Serves as a liaison with colleagues in Collection Strategies and 
   Services, especially in Continuing Resources and Database 
   Management and Preservation.

o Serves as a liaison for the Development Office and Gifts-in-Kind 
   program.

o 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.

o Works with the DRUM/Collection Development Graduate Assistant 
   to monitor and update collections-related intranet (LIBI) and public 
   web pages.

o Serves as a standing member of the Collection Development 
   Committee (CDC) and Deselection and Transfer Steering 
   Committee (DTSC).

o Assists with the formulation and review of Library collection 
   development policies and related workflows.

o 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.

• Professional Development, Scholarship, and Service: 20%
  o Participates in opportunities to serve the libraries, university, and 
    profession.
  
o Takes part in professional development activities, including 
    attending of workshops, webinars, and conferences to augment 
    existing training and skills.
  
o Develops and disseminates a scholarly and relevant research 
    agenda through publications, presentations and other appropriate 
    venues.

• Performs other duties, as assigned. (5%)
PHYSICAL DEMANDS:

Normal office environment.

SUPERVISORY RESPONSIBILITIES:

Direct supervision of students.

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

Required: Masters in Library and/or Information Science from an ALA accredited institution, or equivalent.

Preferred

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

Required

• Minimum one year 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

• Three or more years of increasingly responsible professional library experience in an academic or research library, or equivalent, including collection development or technical services.
• Excellent project and time management skills, ability to learn quickly, and accommodate rapid change.
• 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).
- Aptitude for learning and adapting emerging technologies.
- Familiarity with licensing practices for electronic resources.
- Strong record of professional engagement.

Employee’s Signature_________________________ Date__________

Print Employee’s Name______________________________________

Supervisor’s Signature_________________________ Date__________

*Note: Asterisk indicates these are essential job functions.

Rev 06/08/12