UNIVERSITY OF MARYLAND LIBRARIES
GRADUATE ASSISTANT POSITION DESCRIPTION FORM

Date Prepared: 4/16/2025

Division: Collection Strategies and Services

Prepared by: Leigh Ann DePope

Department: Continuing Resources & Data Services

Reports to: Leigh Ann DePope
Head of Acquisitions, Continuing
Resources & Data Services

Position Title: Collection Data Assessment Coordinator

Position Type: Exempt, Regular
Bargaining Unit

ORGANIZATION SUMMARY STATEMENT:
As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serve more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries' extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries were honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.

NATURE OF WORK:
The Collections Data Assessment Coordinator conducts ongoing assessment and review of library content by analyzing library data related to usage, subject area, and format in support of the Libraries' collection strategy. The role involves gathering, processing, and interpreting data to inform acquisition decisions and resource management. The Collections Data Assessment Coordinator will utilize advanced data analysis tools to monitor trends and provide actionable insights that contribute to the strategic planning and development of the Libraries' collections. The position reports to the Head of Acquisitions, Continuing Resources, and Data Services.

DUTIES AND RESPONSIBILITIES:
(65%) Data Analysis
- Conduct ongoing assessment and review of library resources in electronic format.
- Carry out daily workflow to collect, compile, organize, and analyze metadata on electronic resources in the library's collections, from a variety of industry, bibliographic, and financial sources.

- Produce executive summaries and detailed reports, and prepare presentations for Library Administration, Associate Dean of Collections, Director of Collection Development Strategies, and other stakeholders on value and return on investment of these resources to support Collection Development initiatives.
- Analyze collections data to improve understanding of usage, evaluate return on investment, and support decision making around selection and renewals.
- Exercise judgment in selecting the method, techniques, and evaluation criteria for obtaining results consistent with broadly defined policies and practices.
- Provide data to inform liaison collection development and deselection projects.

(30%) Assessment Activities
- In coordination with library assessment efforts, address complex issues where analysis of resource data requires in-depth evaluation of variable factors. Serve on the Library Assessment committee.

(5%) Other Duties
- Engages in shared governance and service activities, as appropriate, in areas in which the individual is interested
- in volunteering.
- Participates in library, consortial, or campus-related task forces, committees, and initiatives, as assigned.
- Participates in training related to promoting diversity, equity, inclusion, and accessibility, as provided by the University, the Libraries, and/or other recognized higher education or community organizations.
- Contributes to achieving the University's and the Libraries' diversity, equity, inclusion, and accessibility goals.
- Performs other duties as assigned.

PHYSICAL DEMANDS:
The position involves primarily sedentary work in an office setting with light to moderate noise. Sedentary work involving remaining in place for long periods. Occasionally, light to medium work that includes moving objects up to 20 pounds to 50 pounds and possible travel for professional development/training activities.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS (Knowledge, skills, and abilities):
Required:
- Knowledge of programming languages (e.g., MATLAP, Python, R).
- Skill in oral and written communication.
- Skill in presenting data insights.
- Skill in the use of Microsoft Office and Google Suite products.
- Ability to manage multiple tasks and deadlines.
- Ability to analyze and interpret large datasets.

EDUCATION:
Required: Bachelor's degree from an accredited college or university.
Preferred: Master's degree in a related field (e.g., Information Science, Data Science, Library Science).

EXPERIENCE:
Required

Experience: One (1) year of professional experience in data analysis, library collections, or library services

Other: Additional work experience as defined above may be substituted on a year for year basis for up to four (4) years of the required education.

Employee's Signature_____ **Date**_____

Print Employee's Name_____

Supervisor's Signature_____ **Date**_____