



# WESTMONT

## **Collection Development & Acquisitions Librarian** **Library**

**Position Summary:** Voskuyl Library seeks a collaborative and innovative Collection Development & Acquisitions Librarian to provide leadership and coordination for developing, managing, and evaluating the Libraries' collections, both physical and virtual, to support the college's research and teaching mission for the Christian liberal arts. Responsibilities include formulating strategic collections planning and collection development policies, managing the acquisitions budget, and directing collections projects. The successful candidate will also take the lead in engaging with new modes of collection building, such as Open Access and Open Educational Resources. This position also serves as a liaison to assigned academic departments and provides discipline-specific instruction, collection development, and research services to meet the needs of students and faculty. The successful candidate will demonstrate their commitment to the Christian faith and the college's mission of Christ-centered teaching and learning.

ALA Accredited Masters and three or more years of experience in cataloging, acquisitions, technical services, or collection development required.

### **Responsibilities:**

#### ***Collection Development***

- Provides leadership in all aspects of library collection development and management, including strategic planning, budget and policies.
- Leads a collaborative collections team to provide high-quality, user-centric collections; trains and mentors subject librarians in collection policies, procedures, workflows and best practices.
- Serves as primary contact for vendors for print and electronic resources; monitors and shares knowledge of offerings with significant content or budgetary benefits to the collections; negotiates with vendors.
- Maintains an awareness of the trends and issues affecting collection management and development.
- Manages and expends acquisitions budget and produces financial reports from the ILS to track monies allocated, encumbered, and expended for different types of collections and subject areas, including monographs and serials in all formats, electronic and print.
- Performs timely and accurate original and copy cataloging for materials in all formats ensuring they conform to national and local standards and practices.
- Cultivates a culture of assessment; formulates and implements routine assessment strategies utilizing evidence-based decision-making for collection allocation, renewal and retention decisions in all formats.

- Plans, organizes, and evaluates the effectiveness and efficiency of workflows ensuring effective and efficient acquisition, cataloging and processing of library materials.
- Hires, trains and supervises staff and student workers; manages priorities, coordinates work assignments and directs workflow.
- Provides leadership and direction for the Westmont community by engaging with new modes of collection building, such as Open Access and Open Educational Resources.
- Provides leadership and technical expertise in the investigation and application of new methods for the organization of information resources. As appropriate, works creatively with others in the library to integrate new technologies, systems and practices in order to provide better service.
- Applies database maintenance procedures, including authority control maintenance and resolving bibliographic errors and problems.

### *Liaison Responsibilities*

- Serves as a member of the liaison team to provide subject-specific instruction, collection development, and research services to meet the needs of students and faculty in assigned academic departments.
- Promotes library resources and services to assigned academic departments
- Serves as collection development coordinator for assigned liaison areas
- Provides course-integrated information literacy instruction and research consultations for students and faculty in liaison departments
- Develops print and online research guides for assigned academic departments
- Provides virtual and face-to-face research assistance at the Learning Commons Research Help Desk as assigned.
- Participates in library and college committees.
- Pursues scholarly growth through participation in professional library organizations, research, presentations, and publications.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Performs other duties as needed.
- Reports to: Voskuyl Library Director