

POTTAWATOMIE WABAUNSEE REGIONAL LIBRARY
COLLECTION DEVELOPMENT

Job Summary

Responsible for coordinating the collection development activities of the Pottawatomie Wabaunsee Regional Library in all material formats; directs material selection and conducts ongoing collection survey and evaluation; works with staff on the rotation of materials through all locations of the library; manages ongoing materials review and de-selection according to an established schedule. Reports to the Director.

Duties Performed

- A. Assists with the care and acquisition of materials
 1. Supervises and oversees the selection and de-selection of all formats of material for the Regional Library.
 2. Determines and implements standards for core collections for branch libraries
 3. Instructs staff on ordering criteria and procedures and develops and implements system-wide collection development activities
 4. Assists in determination of budget priorities in regard to collection development
 5. Conducts ongoing analysis of Regional Library collections and collection needs
 6. Defines standards and identifies materials suitable for standing orders and periodicals
 7. Provides Library wide assistance regarding collection issues.
 8. Advises staff and public in selection of library materials for memorial gifts
 9. Uses computers and technology, along with standard print resources, to access reviews and ordering information for materials being considered for acquisition.
 10. Coordinate with the Processing and Consultant Manager and consults with other staff to insure harmonious operation of the total Library.

- B. Assists the Director and Assistant Director with steps necessary for implementing and maintaining Automation at the Library.
 1. Assists in PWRL's on-going weeding project
 2. Assists in maintaining PWRL's online library catalog
 3. Oversees physical processing of the collection
 4. Assists in training staff and public to use the Integrated Library System
 5. Willing to acquire necessary knowledge by attending workshops and training sessions
 6. Requires willingness to travel in Pottawatomie and Wabaunsee Counties.
 7. Performs other tasks related to automation as assigned or required.

- C. Performs other duties as assigned or required.

Required knowledge, abilities and skills

- A. Ability to communicate courteously and effectively with staff members, patrons, and the general public.
- B. Ability to perform detailed tasks such as sorting, filing and transcribing information.
- C. Knowledge of current information technologies and applications for libraries
- D. Knowledge of the materials of popular culture, i.e. books, movies, etc.
- E. Ability to pack, lift, and carry bags and boxes of books and supplies weighing up to 40 pounds
- F. Ability to read various sizes of print, including very small print.
- G. Ability to drive and travel as required for duties.
- H. Ability to work in both self-directed and group settings.
- I. Understanding of basic aims, goals, and services of the Library.
- J. Qualities of resourcefulness, good judgment, orderliness, accuracy, tact, courtesy, sense of humor.
- K. Potential to become knowledgeable of Pottawatomie-Wabaunsee Regional Library's collection including resources at all locations within the Library.
- L. Active awareness of events in the Library area.
- M. Ability to take charge and to deal effectively with crises.
- N. Ability to understand and carry out directions.
- O. Initiative and resourcefulness in improving the collection and services of the Library.
- P. Willingness to continue personal learning and professional development.
- Q. Willingness to work with patron and staff until the patron receives the materials or information necessary, if available.

Minimum Qualifications

- A. High School Diploma with additional training or relevant education or experience
- B. Current, valid driver's license required

Desirable Qualifications

- A. Library experience.
- B. MLS or comparable relevant education.
- C. One to three years of experience working in an automated library environment