

# Sul Ross State University

## Position Description

**Official Title:** Collection Development Librarian      **Salary Group:** 5 (\$43,846)      **Job Code** 3238

### General Statement

Sul Ross State University seeks a collaborative, innovative Collection Development Librarian to provide leadership for the purchasing and licensing for the library's print collection and electronic and database resources. This librarian is responsible for the selection, promotion, evaluation, and development of the library's collections of print, databases, serials, and eBooks to meet the curriculum, research, and general information needs of students, faculty, and community users.

### Duties and Responsibilities

- Make decisions regarding the selection and retention of print and electronic materials
- Plan, coordinate, and manage systematic analysis and weeding of all collections and formats
- Implement, review, and update the library's collection development policies and procedures
- Manage the library's gifts and donations
- Serve as a contact for acquisition of e-resources and print serials
- Establish and manage excellent publisher/vendor relationships
- Assist in reviewing and negotiating license agreements with publishers/vendors to reach favorable pricing and licensing terms
- Coordinate trial, acquisition, and renewal activities with publishers/vendors and staff
- Collect and analyze usage data from vendor/publisher sources and create reports to support print and online purchase and renewal decisions
- Work closely within the Technical Services Department to ensure a smooth workflow for the acquisitions of print and online collections
- Participate in reference desk coverage, including nights and weekends
- Perform other reasonable duties as required

### Minimum Qualifications & Requirements

#### Knowledge/Skills/Ability

- Strong knowledge of personal computers including PC and Mac
- Knowledge of the internet, Microsoft Office, Windows
- Good communication skills
- Ability to work independently

#### Supervision

- Received: Reports to the Director of Technical Services
- Given: Supervises Library Assistant, may supervise student workers

#### Education

- Required: Master's degree from an ALA accredited library or information science program
- Preferred: Coursework with an emphasis on technical services or collection development

#### Experience

- Required: Ability to establish and maintain productive working relationships with library staff and the university community; strong working knowledge of traditional and electronic library formats
- Preferred: Professional experience in an academic library; experience in evaluating and selecting library materials in both traditional and electronic formats; working knowledge of statistical tools for analyzing library collections; cataloging experience

**Working Conditions**

- Usual: Combination of office and service oriented environment; flexible schedule encompassing early morning to late night and weekend hours as demanded.
- Special:
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- Revised February 2017