Collections Development Librarian

COLLECTION DEV. CORE DUTIES. Serve as collection manager for 12 subject funds, 4 endowments, and 3 foreign-language approval plans. Spend funds from 5 unassigned endowments. Selection duties for all areas within the College of Human Environmental Sciences: 1) Review and adjust YBP profile; 2) meet with representatives of the various subject divisions to discuss selection policies; 3) review past purchases to identify coverage gaps.

DATABASE LISTS. Maintain humanities and HES database lists – 1) update descriptions according to Intranet guidelines; 2) correct access issues; 3) recommend cancellations as necessary; 4) write/rewrite descriptions for several collections.

SERIALS LISTS/STANDING ORDERS. Review assigned serials lists (9) – adjust the list on the basis of usage statistics; resolve access issues; advise Acquisitions Dept. Head in transfer of serials lists and clarification of status of standing orders for new ledger system.

LEDGER SYSTEM. Maintain a system to monitor expenses in ledger system. Advise Acquisitions Dept. Head concerning information needed by all selectors to avoid overspending and encourage routine monitoring.

LIAISON WORK. Maintain ties with assigned departments: 1) routinely send database trial and general library announcements to all departments; 2) work with departmental library representatives to identify specific areas of research interest; 3) contact all new faculty members by email and meet individually with several; 4) buy books/films at the specific request of faculty members.

INFORMATION SERVICES CORE DUTIES. Provide reference & instruction for assigned areas in the humanities: 1) teach 12 upper-level undergraduate and graduate classes; 2) answer reference questions; 3) provide research consultations.