

Acquisition and Collection Development Librarian

Monitor and evaluate trends and developments relevant to academic libraries in the areas of acquisitions, cataloging/metadata, collections management, electronic resources, open access, discovery, resource management, and archives. **Communicate regularly** with leadership, the collection management team, and subject librarians.

Three Libraries

- Chair the Collection Development Committee;
- Collaborate with library administration to allocate and reconcile the expending of the library materials budget;
- Coordinate all aspects of resource acquisitions, with an eye toward increasing efficiencies including overseeing and managing ordering and receiving of library materials in all formats and order types—firm orders, subscriptions, standing orders, and patron driven and evidenced-based acquisitions;
- Provides leadership, vision, and strategic direction to project, prepare, and monitor the library's materials budget and collections with attention towards the strategic direction of both RUL and the university;
- Manage organization of licensed content, as well as the concepts, implications, and contract language pertaining to such issues as archival rights, perpetual access, accessibility, and interlibrary loan;
- Serve as the primary contact and negotiator with RUL vendors; establish and maintain business relationships with vendors and assess vendor performance;
- Coordinate and collaborate with the university's Division of Finance on internal and external financial reporting requirements.

Acquisitions

- Contributes to the RUL's mission and vision especially related to acquisitions and e-resource licensing;
- Supervises, trains, and evaluates the work of Acquisitions unit staff;
- Ensures department adheres to all guidelines in procurement process and use of funds according to accounting and auditing requirements as specified by the university;
- Maintains sound fiscal practices and analytical tools, providing detailed analysis and reporting;
- Effectively allocates and expends the collections budget for the acquisition of library resources in all formats;
- Performs regular and ongoing assessments to analyze and report on data and trends material costs, expenditures, etc. to inform decisions pertaining to the RUL materials budget, to project budgetary needs.

Collections

- Provides leadership and develops collection management strategies for selection, deselection, and evaluation of resources in all formats and subjects of the general library collection;
- Performs regular and ongoing assessments to analyze and report on data and trends regarding collection growth, collection-related systems, usage to develop collection strategies, and to inform stakeholders of the values of the RUL collections;
- Ensures a holistic and comprehensive approach to building collections, providing access to scholarly materials;
- Orient/train newly hired subject liaison librarians in collection development processes.

Miscellaneous

- Collaborates in setting collection management goals, policies, procedures, practices, and workflows. Provides unit leadership to complete them;
- Maintains current awareness of trends in the field to establish and implement best practices within RUL;
- Ability to manage projects, set and adjust priorities, be thorough and accurate, follow tasks through to completion, and meet deadlines. Ability to provide work direction as appropriate during project implementation to collection management staff and student workers;
- Collaborates and consults with the University Archives and Special Collections to align collection development policies with the archives;
- Collaborate with staff across the libraries to develop and achieve annual goals that align with the RUL strategic initiatives and staff's professional development goals;
- Develop and strengthen campus, local, statewide, and regional partnerships;
- This position reports to the Director of User Services and Collections representing the Libraries' collection development and management interests within and outside the University.