

**TIPPECANOE COUNTY PUBLIC LIBRARY
JOB DESCRIPTION**

Collection Coordinator, Full Time (40 hours per week): Tippecanoe County Public Library seeks an adaptable and detail-oriented librarian to lead the ordering and selection activities for the library system. Direct the work of a team of librarians with selection responsibilities. Work with the Head Technology Librarian to develop and allocate an annual collection budget of approximately \$1 million dollars. Two years collection development/selection experience required. ALA-accredited Masters Degree in Library or Information Science required. Starting pay is \$20.50 an hour. Excellent benefits package. Reply with TCPL [application](#), resume, three references and a letter of interest to Human Resources Coordinator, Tippecanoe County Public Library, 627 South Street, Lafayette, IN 47901 or by email at hrc@tcpl.lib.in.us. Job description and application located at the library website at: <https://tcpl.lib.in.us/library-careers/>. Applicants are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, veteran status, national origin or ancestry.

POSITION TITLE: Collection Coordinator

DEPARTMENT: Technical Services

FLSA: Not Exempt

SUPERVISOR: Head Technical Services Librarian

SALARY SCHEDULE CLASSIFICATION: Librarian

JOB OBJECTIVE:

Prepare and lead the library system's materials selection, collection maintenance/de-selection to assure high quality and diverse collections of materials that appropriately meets the needs and requests of the community within the mission of TCPL.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support and contribute to overall library mission.

Know and apply library policies.

Maintain and understand necessity of confidentiality of library use.

Assure adherence to TCPL's Collection Management Policy.

Consult regularly with both the Assistant County Librarian and Head Technical Services Librarian regarding collection development directions.

Develop and regularly revise a collection plan and collection development guidelines.

Recommend the distribution and allocation of funds within the materials budget.

In cooperation with Library Administration, monitor the expenditure of electronic resources, print, nonprint, and periodical categories in the materials budget.

Ensure that selection, and fund accounting is timely and effectively coordinated with the acquisition process.

Ensure that de-selection is regularly scheduled and coordinated with catalog maintenance work.

Research new approaches and tools for selection and related activities.

Provide proactive leadership to organize, train, and implement effective selection.

Conduct an evaluative review of the collection acumen and maintenance performance of selectors.

Manage the continuation and standing order programs.

Devote requisite attention to selection and de-selection of library materials.

Schedule and chair all collection management meetings.

Develop and supervise the obtaining of "opening day collections" as needed.

Compile statistics and prepare reports that measure the effectiveness of the collection development program.

Keep abreast of professional collection development issues by participating in electronic listservs, reading journals, attending library meetings, conferences and actively participating in professional associations

Assist patrons at a public service desk at various locations.
Conduct collection use and user satisfaction surveys.
Cooperate with all departments within the library system.
Act as staff member in charge of library as needed.
Deal with disturbances and problem users.
Work evenings and weekends.
Other duties as assigned and/or required.

QUALIFICATIONS:

Education:

MLS from an ALA accredited library school.

Previous experience:

A minimum of two years professional work with emphasis on selecting library materials and electronic resources in a contemporary public library setting.

Skills:

Must be able to effectively ascertain and handle problematic situations.
Must have strong written and verbal skills.
Must be dedicated to quality customer service.
Must have the ability to create an effective team.
Must be open and flexible.
Must have knowledge of current public library philosophy and practices.
Must have a demonstrable knowledge of public library materials of all formats and media.
Must demonstrate an analytical, evidence-based approach to decision making.
Must have superior organization skills and be familiar with materials budgeting.
Must be able to use computer applications (i.e. Excel) and networked resources effectively, including the Internet and vendor selection tools.
Must be able to apply latest trends in technology and library services.
Proficiency in English required and the ability to communicate in other languages highly desirable.

License/certification:

Indiana Librarian II certification

ENVIRONMENTAL CONDITIONS:

Must be able to:

- adapt to various locations
- tolerate some sustained walking
- bend and stoop
- sit in a confined position
- lift and carry bags of materials weighing up to 40 pounds
- maneuver a loaded book cart weighing up to 200 pounds

MACHINES, TOOL, EQUIPMENT & WORK AIDS:

- Personal computers
- Telephone
- Projectors
- Photocopier
- General office aids