

**TIPPECANOE COUNTY PUBLIC LIBRARY  
JOB POSTING**

**Collection Development Librarian**

TCPL is looking to hire an innovative and customer focused librarian to collaboratively select materials to serve a diverse community. Primary areas of responsibility include selection, weeding, budgeting and working with various vendors. Working with our ILS, TCPL is looking to effectively use digital resources to maximize the efficiency of a materials collection process. TCPL proudly and consistently allocates \$1 million dollars towards materials collection. This full-time position requires attention to detail and application of the latest trends in technology and library services. It also requires a regular rotation in public service work. Previous collection development experience preferred. ALA-accredited Masters Degree in Library or Information Science required. Starting pay is commensurate with relevant work experience, skills and education \$19.40 - \$22.00/hr. Competitive health and paid leave benefits. Reply with TCPL application, resume and letter of interest to HR Coordinator. Tippecanoe County Public Library, 627 South Street, Lafayette, IN 47901 or by email at [hrc@tcpl.lib.in.us](mailto:hrc@tcpl.lib.in.us). More info 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 Development Librarian

**DEPARTMENT:** Technical Services

**SUPERVISOR:** Department Head

**SALARY SCHEDULE CLASSIFICATION:** Librarian

**JOB OBJECTIVE:** The Collection Development Librarian is responsible for building high quality, inclusive collections that meet the needs and interests of a diverse community. This position supports the library's collection development policy through the selection of materials in multiple formats. This position requires system-wide collaboration as well as responsiveness to evolving patron needs and publishing trends to effectively meet these objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Selection:

- Select current titles by promptly reviewing selection resources
- Reorder duplicate copies of library materials
- Monitor performance of standing orders and make recommendations as required
- Confer with department head regarding collection scope and issues
- Identify gaps in collection and order to fill as appropriate
- Maintain up-to-date collection guidelines for selection area
- Review and respond to purchase requests
- Draft response and participate in discussions regarding collection challenges
- Communicate with vendors regarding products and services

Budgeting:

- Monitor accounts on a monthly basis

Spend annual allocation  
Recommend future budget level for selection areas providing rationale for changes from current spending

**Weeding:**

Perform library weeding with assistance from other library staff  
Monitor condition of collection and shelving capacity system wide  
Conduct minor shelf shifts in conjunction with weeding  
Advise and work co-operatively with the Circulation Department and branch managers regarding collection and shelving issues

Provide public service, including weekends and evenings as assigned  
Perform Person in Charge duties as assigned  
Other duties as assigned and/or required

**QUALIFICATIONS:**

**Education:**

MLS from an ALA-accredited school

**Previous experience:**

Two years of professional library experience or any equivalent combination of training and experience to indicate ability to do the job  
Experience with selecting library materials in one or more collection areas preferred  
Experience using selection resources preferred  
Familiarity with materials budget allocation preferred

**Skills:**

Must be accurate, thorough, and detail oriented  
Work closely with library staff to facilitate effective workflow and resolve problems  
Must be:  
    able to plan and organize work efficiently  
    able to deal with problem situations in an effective and responsive manner  
    able to make decisions and work independently  
    dedicated to quality customer service  
    able to apply latest trends in technology and library service  
    able to effectively manage multiple projects and meet deadlines

**License/certification:**

Ability to attain and maintain Indiana Library Certification of LC3

**PHYSICAL REQUIREMENTS:**

Ability to stand or sit for long periods of time.  
Ability to lift items ranging from 10-25 pounds.  
Ability to reach heights up to six feet utilizing step stool or step ladder and bend to floor levels.  
Ability to push carts from 25-75 pounds.