

Job Description

Job Title:	Head, Collection Development
Department:	Library
Reports To:	Associate University Librarian, Collections, Technology, and Scholarly Communication (AUL, CTSC)
Jobs Reporting:	Librarian, Copyright & Licensing; eResources Access Manager; Collection Development Analyst and Developer; Acquisitions Manager
Salary Grade:	USG 14
Effective Date:	December 2021

Primary Purpose

The University of Waterloo library is the campus's partner in learning, research, and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility.

The Head, Collection Development works collaboratively to lead the development of strategies for information resource collections in evolving digital and physical environments. The Head is responsible for the overarching processes and policies associated with the Library's collection in all formats and throughout the collection management lifecycle to support the research, teaching and learning of the University. The Head serves a critical role in developing and overseeing fiscally responsible approaches to collection acquisitions and licensing, ensuring strategic, responsible and efficient expenditure of the collections budget. The Head leads a department that has responsibilities for acquisitions, electronic resources management, collections assessment, copyright and licensing.

The Head, Collection Development works closely with other library department heads, Library Executive, committees, and teams to advance the library's strategic objectives and works collaboratively to lead the department of Collection Development.

Key Accountabilities

Leadership and strategic direction

- Provides leadership and sets strategic direction for Collection Development, and serves as a resource to the library executive, other department heads and committees
- Develops, articulates and leads departmental goals in support of the Library's strategic plan, which may include leading library-wide projects
- Collaborates with the library executive and other department heads to develop and advance strategy and policies, set future direction and resolve issues
- Contributes to and leads organizational change; directs, models and empowers staff responsiveness to change, new directions and campus opportunities

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- Collaborates, plans and integrates equity, diversity, inclusion and accessibility (EDIA) principles into library services and processes
- Uses evidence-based, critical thinking and takes a library-wide perspective to decision making

Team management

- Creates an environment where team members work individually and collaboratively to achieve goals
- Hires, manages and evaluates department staff through guidance, direction-setting, coaching and performance improvement
- Create opportunities for cross-library collaboration and key university partners
- Manages or provides input on operational and/or casual staff budgets

Development and administration of programs and services related to collections and access to resources

- Provides proactive leadership and oversight for the development of innovative and effective collection development and assessment methodologies and workflows and associated training
- Provides proactive leadership and oversight for electronic resources management
- Working with the Collections Strategy Committee and in consultation with liaison librarians, provides proactive leadership and oversight for the development of overarching processes and policies that govern the development of the Library's collections in all formats and throughout their lifecycle
- Works closely with liaison librarians to understand and respond effectively to the collection needs and preferences of faculty and students across academic disciplines
- Leads development and improvement of collection development processes, workflows and system integrations to make best use of the library services platform, ensure access to collections, and track vendor performance
- Ensures ongoing collaboration and communication with library staff and the library community on issues related to collections work and strategy

Fiscal planning and oversight

- Ensures strategic, responsible and efficient expenditure of the collections budget in collaboration with the Associate University Librarian, Collections, Technology, and Scholarly Communication, Finance Officer and Collections Strategy Committee
- Responsible for fiscally sound management of donated income funds and endowments related to collections
- Provides proactive leadership and oversight for the Library's strategy on license negotiation and renewal efforts
- Maintains good vendor relationships

Collaboration and partnership

- Ensures effective communication channels and working relationships across the library and with key partners
- Serves on University and external committees, fostering collaboration, information sharing, partnership and expertise across campus and the broader academic community
- Works with the Affiliated and Federated Institutions of Waterloo (AFIW) on issues related to collections and acquisitions
- Works with colleagues at provincial and national organizations (such as Tri-University Group of Libraries (TUG), Ontario Council of University Libraries (OCUL), Canadian Research Knowledge Network (CRKN), Canadian Association of Research Libraries (CARL) and Association of Research Libraries (ARL) member institutions) on collaborative ventures
- Represents the library on OCUL-IR

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- Collaborates with internal and external partners to translate trends in academic research, research library collections, and copyright and licensing into programs/services

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- ALA-accredited MLS/MLIS degree, or equivalent credentials and experience

Experience

- Demonstrated progressive responsibility and experience in leadership and management with a proven track record of achievement and success within a progressive organization; asset: experience in an academic library or higher education environment
- Demonstrated experience with financial reporting and analysis; budget development
- Demonstrated experience with license negotiation and management of electronic resources, preferably in the context of higher education
- Experience with strategic planning and priority setting, aligning department with organization goals
- Proven experience leading and managing dynamic teams including staff development and coaching
- Demonstrated experience with effective change management, planning and implementation
- Previous experience using metrics to evaluate projects and inform decision-making
- Demonstrated commitment to promoting and sustaining EDIA
- Experience with business intelligence software and advanced spreadsheet skills

Knowledge/Skills/Abilities

- Excellent communication and interpersonal skills; ability to present and share ideas clearly and effectively; build consensus and use leadership intelligence to navigate complex issues
- Commitment to fostering positive working relationships and building partnerships
- Demonstrated analytical and problem-solving skills
- Ability to lead cross-team projects and initiatives
- Proven ability to take initiative and be both creative and flexible
- Extensive knowledge of collection development principles and best practices, collection management processes, and assessment, throughout the collection lifecycle
- Knowledge of Canadian copyright as it applies in an academic learning environment
- Knowledge of current practices and trends in the areas of collection development and management, discovery, assessment, and scholarly communication in the higher education sector

Nature and Scope

- **Contacts:** Internally, communicates with library employees at all levels to gather ideas, articulate, update and inform services and projects they are leading or accountable for. Externally, communicates frequently with users on library services, campus and consortia partners to build relationships and execute work.
- **Level of Responsibility:** Accountable for the overall results of the Collection Development department and committees they lead. The Head, Collection Development serves a critical role in

developing and overseeing responsive, equitable and accessible approaches to collection development and licensing, ensuring strategic and efficient use of resources. The Head provides leadership, performance management, coaching and development of department staff; sets goals and direction for the team; and collaborates with library department heads and library executive to set and advance institutional directions and strategic priorities.

- **Decision-Making Authority:** Responsible and accountable for establishing the priorities for Collection Development and addressing changes to strategic plans by consulting with other department heads and members of the library executive. Responsible for operational, evidence-based, process-oriented decisions within department. Leads recruitment committees in making hiring decisions. Makes decisions related to staff performance management and evaluation.
- **Physical and Sensory Demands:** Minimal to moderate exposure to disagreeable conditions typical of a department head position in an office setting.
- **Working Environment:** This position involves moderate exposure to normal stress and pressures typical of a department head-level management position. There may be work hours outside of normal operating hours, time-sensitive activities and competing priorities, as well as occasional travel for professional development and networking purposes.