

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 13
Effective Date:	August 2018

Primary Purpose

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.

Key Accountabilities

As a member of the Library Managers Group:

- Provides leadership and guidance, and serves as a resource to the Library Executive Committee, other library managers, and committees
- Works closely with the Library Executive Committee and other library managers to develop policies, manage change, set future directions, and resolve problems
- Ensures timely communication to library managers, administration, staff, and patrons through appropriate media, about developments and projects; also communicates on any related events that have the potential to directly or indirectly impact normal services
- Leads and coordinates projects with the primary goal being to ensure that the best possible service is provided to library patrons
- Serves on University, and as appropriate, external committees and groups, fostering collaboration, information sharing, partnership and expertise across campus and the broader community as required
- Works with colleagues at other 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 in collaborative ventures

As Head of the Collection Development department

- Provides leadership by creating an environment where departmental members work individually, collaboratively and collectively towards achieving individual, departmental and library goals
- Selects, trains and evaluates staff in the department, plans work and, in general, serves as a professional resource person to staff

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- Mentors individual staff by providing guidance, direction and coaching on goal setting, development, and encouraging initiatives
- 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 the Library's strategy on license negotiation and renewal efforts
- Provides proactive leadership and oversight for electronic resources management
- Maintains good vendor relationships
- Maintains current awareness of and applies relevant developments in area(s) of expertise

As the department head responsible for the acquisitions budget, and as a standing member of the Collections Strategy Committee

- Ensures strategic, responsible and efficient expenditure of the collections budget in collaboration with the Associate University Librarian, Collections, Technology, and Scholarly Communication, the Financial Administrator and the Collections Strategy Committee
- 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
- Ensures ongoing collaboration and communication with library staff and the library community on issues related to collections work and strategy
- Ensures appropriate collaboration with consortial partners and other organizations on matters related to collection development, and other collaborative initiatives that may arise.

Required Qualifications

Education

- ALA-accredited MLS/MLIS degree, or equivalent

Experience

- Demonstrated progressive responsibility and experience in leadership and management with a proven track record of achievement and success in a library setting, including staff development and coaching
- 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

Knowledge/Skills/Abilities

- Demonstrated ability to work effectively in a service oriented environment, which values collaboration and collegiality, including interacting in a respectful and sensitive manner
- Demonstrated ability to lead change, and to identify and evaluate new opportunities effectively and efficiently
- Demonstrated ability to plan, coordinate, and implement effective projects
- 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
- Excellent communication skills, both oral and written
- Evidence of professional contributions in the LIS community

Technical:

- MS Word (Intermediate)
- Excel (Advanced)
- PowerPoint (Intermediate)
- As related to above mentioned, including Business Intelligence Software, Electronic Resource Management systems

Nature and Scope

- **Contacts:** Internally, communicates with all employees in all groups and departments and at all levels to gather ideas, envision, articulate, update and inform on projects they are leading or otherwise accountable for. Externally, communicates frequently with vendors and consortia partners in order to execute work.
- **Level of Responsibility:** The position is responsible and accountable for the overall results of the department and committees that they lead. 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
- **Decision-Making Authority:** Responsible and accountable for establishing the priorities for the department and addressing changes to strategic plans by consulting with the Department Heads, ISR, members of the Library Managers Group and Library Executive as appropriate.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of a department head position.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a department head position exposed to stress and pressure associated with those responsibilities.