POSITION DESCRIPTION

Collection Development Librarian

Position Level | 6
Faculty/Division | DVC-Academic
Position Number | 00067774
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Position Summary

The Collection Development Librarian is key in supporting the work of the Collection Development and Policy Unit by providing excellent collection development services, well-informed advice, and support to internal and external clients. The Collection Development Librarian is responsible for collating and analysing statistical data and trend analysis from a range of sources in support of collection development decision making. The role liaises with publishing vendors and other providers of scholarly information resources to ensure negotiated pricing and terms and conditions for UNSW Library are reflected in invoicing and licences.

The position reports to the Associate Director, Collection Development Strategies & Policy and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Collate and provide statistical data and trend analysis on Library subscriptions and acquisitions. Report this information, both formally and informally, to key library stakeholders to support excellence in collection development decision making.

- Prepare data analysis and evidence on use, access conditions, pricing, and supplier evaluation for relevant Library staff to assist in collection development decision making.

- Provide support to the Associate Director, Collection Development Strategies & Policy with the Library’s subscription renewal, one-off purchases, and other collection processes during the year.

- Under the direction of the Associate Director, Collection Development Strategies & Policy, undertake collection related projects as approved by the Library Executive Team.
• Work closely with other Library units involved in collection development to provide timely advice, support, and information and to coordinate vendor visits.

• Organise vendor trials and training sessions for staff across the university on the use of the Library’s electronic resources.

• Develop and maintain relevant digital dexterity capabilities that enable full participation in a knowledge society.

• Cooperate with all health and safety policies and procedures of the University and take all reasonable care to ensure that actions or omissions do not impact on personal health and safety, the health and safety of others.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• A degree from a higher education institution, with subsequent relevant experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience. Eligibility for associate membership of the Australian Library and Information Association would be well regarded.

• Sound understanding of issues, challenges, and trends in collection development within academic publishing environment.

• Strong interpersonal, communication (oral and written), numeracy and stakeholder negotiation skills.

• Strong understanding of the needs of students and academic staff in the provision of scholarly information resources supporting learning, teaching and research in higher education.

• Demonstrated experience in the use of technologies, systems, and software applications, especially in relation to delivering collection services.

• Demonstrated experience in collecting, interpreting, and reporting complex information and data, especially as applied to collection development processes.

• Experience providing influential input into collection development policies and procedures including approval plans, resource reviews and collection services workflow procedures.

• An understanding of and commitment to UNSW’s aims, objectives, and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

• Verification of qualifications
About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.