



COLLECTION SERVICES SPECIALIST: E-RESOURCES/NON-PRINT
Full-time 32 – 36 hrs/wk, Non-exempt position

JOB SUMMARY

The Collection Services Specialist is responsible for building high quality, inclusive collections that meet the needs and interests of Teton County, Idaho's growing and diverse community. The Collection Specialists work to maintain the current collection with material of interest, timely material in popular demand, and works of permanent value within current budget and physical space limitations. This specialist position includes but is not limited to Libby (ebooks and audiobooks) and other digital book or streaming services, DVD's, magazines, tools, and devices that circulate such as laptops, CD players, and hotspots.

ESSENTIAL FUNCTIONS

- Each Specialist maintains their particular collection/s by both adding new material and deselecting material, following the VTL Collection Development Policy and instruction from the Collection and Circulation Services Manager.
- Works with Collection and Circulation Services Manager and library staff to analyze collections, community trends, popular interest, and relevant library data such as circulation reports, to improve collections.
- Anticipates interest and demand by keeping informed of popular culture trends and by ensuring materials are purchased promptly.
- Responds to patron requests for materials in a timely fashion, by purchasing, collaborating with the InterLibrary Loan staff, or even by declining, based upon criteria established in the VTL Collection Development Policy
- Identifies gaps in collections to be filled and balances collections as needed.
- Identifies outdated, worn, or rarely used items to be weeded/deselected in order to make space for new material and provide patrons with an appealing and dynamic collection.
- Keeps aware of library and publishing trends, and follows library news to keep up to date on best practices, anticipate change, and plan accordingly to better serve the community.
- Uses approved funds to balance collections and ensure that new materials are available throughout the year. Follows individual budgetary guidelines as determined by the Collection and Circulation Services Manager.
- Participates in professional growth opportunities via professional associations, workshops, seminars, continuing education, and other activities both by self-identification and at the request of the Library Director or Collection and Circulation Services Manager.
- Fulfills all essential duties, has required knowledge, skills and abilities, and can accommodate the working conditions of the [Library Assistant position](#).

KNOWLEDGE, SKILLS, and ABILITIES

- Ability to choose material following the material selection guidelines as outlined in the VTL Collection Development Policy.
- Use of knowledge, training, and experience to further the mission of the Collections Team to acquire new materials that enhance VTL collections.

- Development of a growing knowledge of acquisitions and collections operations, best practices, and strategies.
- Ability to develop a working knowledge of the collection in order to systematically review VTL collections to guarantee quality, relevance, and vitality.
- Ability to visually monitor shelf space and assess needs for change. Conducts shelf shifts during weeding and collaborates with the Collection and Circulation Services Manager for other shelf shifts as necessary to accommodate new material.
- Ability to work cooperatively with the Collection and Circulation Services Manager regarding shelving needs and issues.
- Skill in both writing Readers Advisories in the Specialist's field to aid librarians and patrons in searching for material, as well as training circulation staff to do the same.
- Ability to recommend books both to patrons and to staff and add reviews to a webpage or video/podcast.
- Ability to perform or learn cataloging and Technical Services tasks, with the ability to aid in incorporating new material and certain repairs/fixes of both physical items and MARC records.
- Ability to fill all desk/circulation shifts as scheduled/needed.
- All other duties as assigned or required by the Director or Manager.

DESIRED QUALIFICATIONS

- Understands and believes in the need for public libraries.
- Understands the VTL Collection Development Policy.
- Understands the ALA Freedom to Read Statement and the Library Bill of Rights.
- Ability to follow direction, to collaborate, and communicate.
- Ability to work independently, efficiently, self motivate, meet established deadlines, and demonstrate an attention to detail.
- Maintains dedication to excellent customer service.
- Ability to work the hours needed to complete responsibilities of the position at all VTL locations.
- Position requires day, evening and weekend hours.
- Bilingual, English/Spanish preferred.
- Library or equivalent public service experience with demonstrated enthusiasm and friendliness.
- Strong technical skills and knowledge of automated library software, catalogs and databases.
- Experience in working with and managing children/youth.

COMPENSATION

\$24/hr, 32 - 36 hours per week

Benefits include a 12% employer contribution to PERSI pension plan, choice of health stipend or individual health coverage, PTO and additional leave, and a friendly, thriving workplace culture.

Please submit a cover letter and resume to Director of Internal Operations, Savannah Wake, at careers@valleyofthetetonlibrary.org.

Disclaimer - The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.