

ACQUISITIONS LIBRARIAN

The Acquisitions Librarian will oversee the procurement of library media whether it be through purchase or interlibrary borrowing. They will oversee the collective purchasing of all librarians, ensuring even growth and equitable budget allocations. This position will be under the direct supervision of the Assistant Director. The Acquisitions Librarian will perform any of the general circulation desk and reference desk duties in addition to the specific duties detailed below, and other duties as assigned.

ESSENTIAL FUNCTIONS

Acquisition Maintenance

- Oversee the overall acquisitions of collections in the library, maintaining measured growth.
- Liaise with each managing Librarian about sections of the collection that require additional acquisitions or reductions in purchases to maintain a collection reflective of the town's borrowing preferences and professional guidelines of collection development
- Administer collection budgets and oversee all collection purchases
- Administer all aspects of the interlibrary loan program
- Maintain accurate records of all ILL loans
- Pack ILL items for intrastate currier service as well as items shipped through USPS
- Gather and report ILL statistics

ADDITIONAL FUNCTIONS

General

- Demonstrate a professional demeanor in all work interactions
- Communicate effectively verbally and in writing
- Participate in professional meetings and conferences
- Provide a clean and safe environment for employees and patrons

Collection development

All librarians at Lane Memorial Library will assist in the growth and maintenance of the collections in areas designated to them.

- Maintain designated collections including acquisition and de-accession and/or transfer to storage in designated area(s) of focus
- Assess damaged materials and repair, replace, or discard as needed
- Advise managing Librarian of items that should be sent to the bindery
- Assess gift books for addition to collection or donation to book sale
- Design and produce materials (such as finding aids) that expand access to the collections

Patron Services

All librarians at Lane Memorial Library will provide service to residents at our service desks, over the phone, and via email throughout their work schedule.

- Provide patron instruction in the use of library resources
- Troubleshoot technical issues with library devices
- Provide reader's advisory services

- Assist with museum pass and meeting room reservations and administration
- Communicate with patrons regarding overdue library materials and other sensitive policies
- Liaise with Friends of the Library
- Initiate ILL requests through NHAIS and OCLC

Cataloging & Processing

All librarians at Lane Memorial Library will

- Perform copy cataloging of library media, adding MARC records and assuring the inclusion of local holdings information
- Delete lost or withdrawn items from our database
- Perform physical processing of new library media
- Suggest improvements to cataloging procedures to the Cataloging Librarian

Events & Marketing

All librarians at Lane Memorial Library will participate, collaboratively, in hosting public events.

- Host and assist with various library events
- Speak to local groups and organizations about library services
- Brainstorm, plan, and put on a wide variety of events for adults, children, and families
- Lead several events each year, including obtaining and preparing all necessary materials
- Supervise set up and cleanup of event space and assist presenters
- Evaluate events by keeping a record of attendance

ADMINISTRATIVE FUNCTIONS

All full-time librarians at Lane Memorial Library are “keyholders”, tasked with the care and security of the building, supervision of the part-time staff, and volunteers.

- Open building for staff and patron access
- Close and secure the building
- Supervise nights and weekend shifts as required
- Assist with assessing and developing public and workspaces within the library
- Coordinate the selection and ordering of office and library supplies
- Troubleshoot technical issues with library devices

WORKING CONDITIONS

This position has a very demanding physical element. The boxes packed and used for intrastate courier service twice a week are extremely heavy, often weighing 50 lbs. These boxes are lifted and lowered from the floor to book carts that are 3 feet off the ground.

Expect to sit or stand behind a service desk for multiple hours as needed. Reach up to high shelves (possibly using a stool) or down to low shelves (possibly kneeling). Maneuver a full book cart throughout the library. Read a computer screen at arm's length. Listen and respond clearly to inquiries from patrons in the library as well as on the telephone.

This is not a hybrid or remote position though flexible scheduling requests may be accommodated.

MINIMUM QUALIFICATIONS

-Master's degree in Library or Information Science from an ALA-accredited university.

Equivalent Master's degrees and relevant experience considered.

-Strong written and verbal communication skills.

-1 or more years of experience working as a supervisor in a library, public library preferred.

-1 or more years of collection development experience at a library or similar institution.

PREFERRED QUALIFICATIONS

- Strong computing skills and experience with Microsoft Office

- 3 to 5 years' library experience

- Experience using the Koha integrated library system

- Experience with performing interlibrary loan services