

Job Title: Librarian\Coordinator, Collections

**JOB DESCRIPTION**

Name	
Job Title	Librarian\Coordinator, Collections
Job Grade	
Department	SMU Libraries
Reports To (Job Title)	Librarian (Collections, Content Discovery and Copyright)

**SUMMARY**

*Summarise in one statement why this job exists and the contribution it makes to the overall business of the Company.*

The position holder supports the management and provision of library resources in all formats. She/he will support the library to ensure that effective and efficient access to library resources are available to SMU community to meet their learning, teaching and research information needs. Library resources include books, e-books, journals, databases, and course reserve materials and media resources.

The position holder will be expected to lead and/or serve in projects, task forces and committees in support of the library's initiatives.

**SCOPE**

*Indicate the financial statistics, staff, volume, controllable budget, etc. for this job*

This position primarily supports collection management and reading list services –

- Manages the reading list service to support the teaching and learning needs of the SMU Community.
- Manages the administration and support of all Patron Driven acquisition initiatives (both print and electronic) including, Vendor Management, Acquisition workflows, discovery and usage analysis.
- Works with Librarian (Collections, Content Discovery and Copyright) to support collection management activities and assists in the review of policies, workflows and guidelines pertaining to collection procurement, collection development and collection management matters.
- Manages the administration of the Gift and Donations workflow
- Cross trains and serves as back up to the Librarian (Collections, Content Discovery and Copyright) to manage the acquisition and workflows.

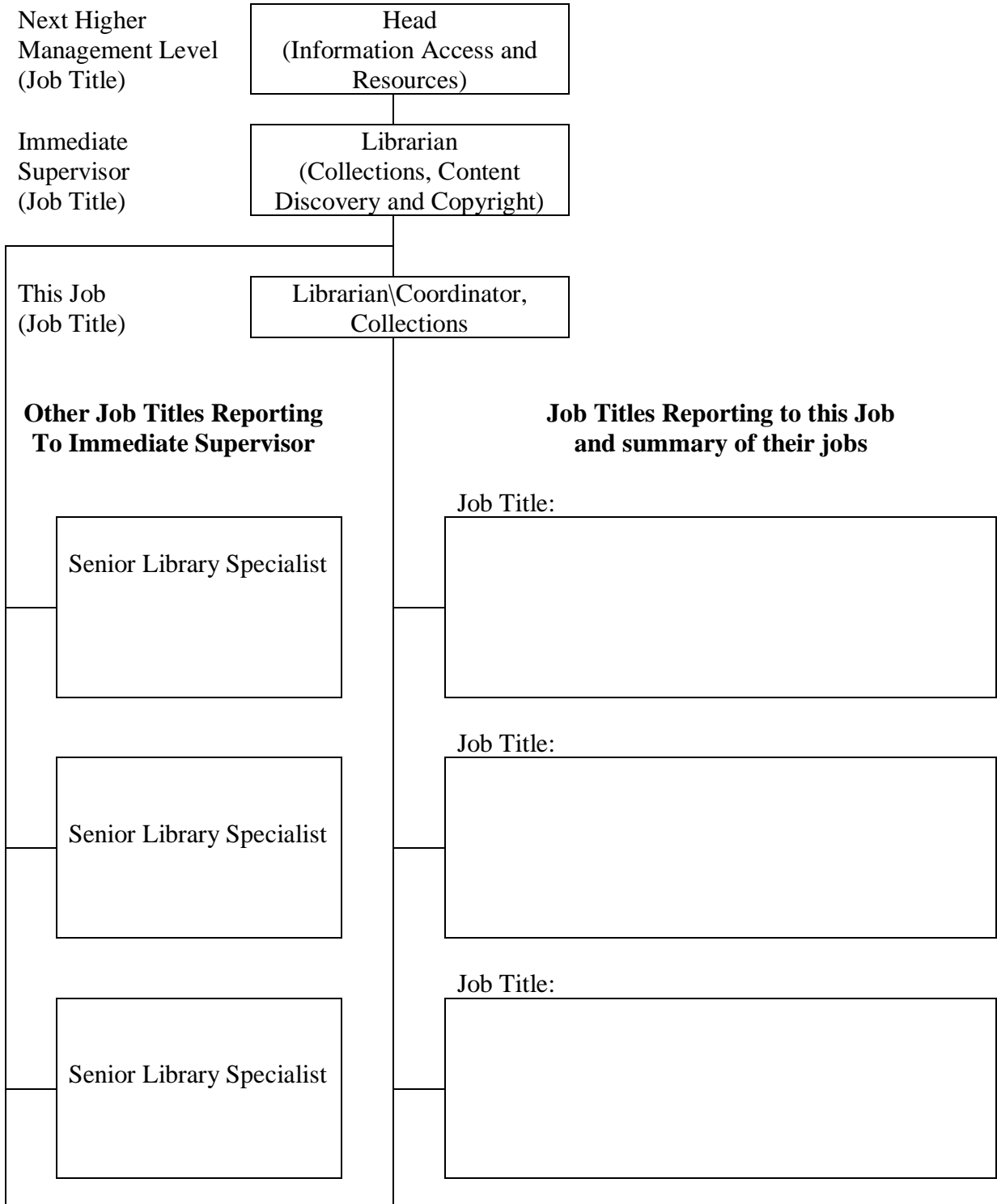
**PRINCIPAL ACCOUNTABILITIES**

*Describe the principal accountabilities of this job.*

1. Responsible for providing Reading List services, including the administration and management of Course Pack Sales.
2. Support the administration of all Patron Driven acquisition (PDA) initiatives (both print and electronic) including, Vendor Management, Acquisition workflows, discovery and usage analysis. Execute the acquisitions, subscription and discovery of library resources arising from such initiatives.
3. Support the selection, ordering, licensing, negotiation, evaluation, and accessibility processes for print, electronic and PDA resources in accordance with the Collection management policy of SMU libraries.
4. Support the administration of Gifts and Donations processes and workflows.
5. Oversee the relevant modules of the library management system (LMS)
6. Support Collection Management activities, including - collection movement, collection assessment, processing, deselection and ensuring the shelf-readiness of the Library's physical collections.
7. Provide service duties, such as handling enquiries, tours and training as and when required, as part of the Desk and/or Engagement Team.

**ORGANISATION CHART**

*Please state all others reporting to the immediate Supervisor of this job. Please also state the direct reports of this job and the summary of these jobs.*



**CRITICAL SKILLS AND JOB COMPLEXITY****Knowledge and Skills**

*Describe the knowledge and skills necessary to perform this job.*

1. A relevant degree/diploma in library science. Other appropriate degree or equivalent experience in fields related to library services maybe substituted.
2. Relevant experience in an academic research library
3. Extensive knowledge of current library resources, practices and policies; substantial knowledge of library professional trends, theories and best practices
4. Experience in using library management system; ExLibris Alma is preferred
5. Knowledge of new trends in acquisitions business practices e.g. Patron driven acquisitions
6. Strong IT capability
7. Proven ability to:
  - Interpret and apply library policy
  - Analyze and solve problems
  - Generate new ideas
  - Organize and manage complex activities
  - Understand acquisitions and cataloging processes in a research library
8. Ability to develop and maintain collaborative relations with faculty, staff, students and vendors and service providers
9. Research and information search skills
10. Excellent interpersonal and communication skills
11. Customer service oriented
12. Organized, meticulous and responsible
13. Project management skills

**Contact**

*Describe the purpose and nature of the main internal and external contacts (other than with the immediate Supervisor and Subordinates) necessary to perform this job.*

- (a) Internal contacts:  
Faculty, students and administrative staff.
- (b) External contacts:  
External members of the library community , e.g. other libraries, vendors, professional organizations, members of the wider community

**Decision Making**

*Describe the type of decisions made alone, those on which the Supervisor must be consulted, those referred to a higher level, and job procedures to be followed.*

**Decisions made on his/her own:**

Acquisitions and procurement of library resources with a stipulated approval limit  
Workflow and procedures for acquisitions and cataloging of library resources.

**Those which supervisors must be consulted:**

Policies pertaining to acquisition and procurement of library resources and collection development policies

Policies pertaining to document delivery and interlibrary loan services and collection development policies

**Those referred to higher authority:**

Approval of acquisitions and procurement of above a stipulated budget amount

Policies and procedures affecting other library operations

Copyright policies and license agreement pertaining to databases and documents

Document delivery service policy and interlibrary loan policy and procedures

**Problem Solving**

*Describe the most difficult and complex parts of this job and other significant features not covered elsewhere.*

Positioning SMU Libraries as a strategic catalyst amongst other similar departments on campus. Able to uphold library policies and articulate them in difficult situations to protect the interest of the Library and the University. Facing challenging customers and handling different requests daily. Ability to be flexible and handle changing work processes, priorities and policies. Finding the balance between owning and accessing materials and the balance between print and electronic formats.

**GENERAL**

*Describe anything else of significance about this job or the environment in which this job functions, which is not covered in this description.*

Candidate must be creative, adaptive and curious in wanting to learn and grow within SMU Community. Balancing the demands of a fast changing University community especially the research and teaching needs of individual faculty and the learning and information needs of students.

Signature of Job Holder		Date	
-------------------------	--	------	--

**For Official Use:**

Approved by HR	
Date	
Approved by HOD	
Date	