

***JOB DESCRIPTION***

**Position Title** : **HEAD OF COLLECTION DEVELOPMENT**      **Position # P401- 24**  
**Dept/Branch** : **Public Services**  
**Reports to** : **Chief Technology Officer**  
**Direct Reports** : **Acquisition Clerks, Acquisitions Assistant, Special Collections Librarians**

**I. POSITION SUMMARY**

Under the direction of the **Chief Technology Officer**, the Head of Collection Development leads the development of the library’s collections, creating a rich and vibrant array of offerings based on the needs of the communities the ORL serves.

The Head of Collection Development (HCD) leads the ORL’s collections strategy, its implementation, and its evaluation. Operating within a centralized collection development model, the HCD uses an evidence-based approach to perform and direct selection, promotion, and de-acquisition of library materials and online services.

The incumbent must be proficient in budgeting, supervision, statistical analysis, bibliographic selection, collection promotion, purchasing, negotiation, and vendor relations. The HCD recommends introducing new formats and eliminating outdated collections. Procedures on weeding, acquisitions and all aspects of the selection process are developed by the HCD. Annual budgets and department policies are developed by the HCD for review and approval.

**II. ACCOUNTABILITIES**

***1. Supervision and Leadership***

Oversees the work of the Acquisitions staff, Collections Librarians, ~~as~~ Special Collection Librarian well as the collection aspect of the Head of Youth Services roles so that all tasks are efficiently performed maximizing quality, and responsiveness and minimizing cost and waste. Trains, supervises, evaluates, and participates in the selection of staff in these work units.

Provides leadership and guidance to staff. Maintains a thorough knowledge and understanding of the work performed by division staff and provides advice on the more complex aspects of the collection-related work. Fosters collaborative working relationships between departments, and consults with branches, other departments, and patrons as needed to ensure collections and procedures are effective.

Develops the annual budget for review and administers the approved budget allocations for assigned areas. Develops and recommends system policy and procedure on collection development related matters. Oversees the Collection Development Team.

Ensures technical operations are streamlined and standards-compliant and works to ensure that selection and de-acquisition activities generate a continuous, stable workflow. Collaborates with other unit leaders on optimizing workflow across units.

## ***2. Collection Development and vendor relationships***

Anticipates collection needs by analyzing demographic trends, past collection performance, and emerging developments. Considers and makes recommendations on new formats (including non-traditional collections) and the de-acquisition of less popular collections (including under-utilized electronic collections).

Maintains an up-to-date knowledge of selection and bibliographic tools. Provides regular reporting on collection performance. Performs selection and directs selectors using an evidence-based approach. Monitors effectiveness of selection activities. Develops and maintains guidelines for collection development, assessment, and maintenance.

May liaise with community groups or individuals on the curation of featured collections, as appropriate. Promotes local authors. Ensures regular two-way communication with public service staff about collection needs.

Maintains a good understanding of acquisitions functions within an ILS. Develops and directs changes to the acquisitions policy and procedures.

Performs contract negotiation, licensing, troubleshooting, and performance evaluation of vendors. Participates in the development and evaluation of Request for Proposals (RFP) and other forms of procurement. Develops and monitors of Automatic Release Plans (ARP). Regularly reviews standing orders and periodical subscriptions.

Oversees the loading of acquisitions budgets and year-end processes, monitors materials budgets and keeps Collections Librarians and management team advised. Reviews and approves all library materials invoices. Ensures established ORL financial controls are adhered to.

## ***3. Collections promotion***

Works with members of the unit, the marketing and communications department, and the branches to ensure collections are being regularly and effectively promoted.

Works collaboratively across departments to ensure the optimization of collections promotion both in branches and on the website and catalogue, and social media.

## ***4. Other duties***

- Undertakes special projects and related duties as directed by the **Chief Technology Officer**.
- Other duties of similar or lesser scope and complexity, as assigned.

## **II. WORKING CONDITIONS**

Works in a private office environment. Continuous use of computers. Frequent contact with HQ and branch staff. Occasional travel is required.

### III. JOB SPECIFICATIONS

- **Education**  
Master's Degree from an accredited Library School or equivalent combination of education and relevant experience.
  
- **Related Experience**
  - Minimum four years of increasingly responsible, professional relevant work experience in a library-related environment, including:
    - Supervisory experience, including training and evaluation of staff
    - Experience with collection development and vendor relations
    - Experience with assessment, research, evaluation or statistical analysis
  
- **Other Requirements**
  - In-depth knowledge of collection development practices and tools, publishing industry, library materials, electronic products, authors, resources and trends
  - Understanding of the principle of intellectual freedom and the ability to apply, interpret, and explain it
  - Sound working knowledge of Acquisitions procedures
  - Considerable knowledge of assessment practices, math, and statistical concepts
  - Sound understanding of library functions, procedures, and systems, including knowledge of ILS configuration and troubleshooting (current ILS is Polaris)
  - Sound understanding of budgeting, accounting, and purchasing protocols and the ability to negotiate effectively and maintain strong vendor relationships
  - Strong organizational skills and the ability to work independently and as part of a team.
  - Excellent written and oral communication skills.
  - Ability to carry out job functions with flexibility, independent judgement and initiative.
  - Comfort with technology, including software configuration and the use of standard office productivity software, vendor tools, and online bibliographic selection tools
  - Demonstrated ability to contribute to a positive working environment and willingness to help other accomplish their objectives.
  - Ability to handle all responsibilities with a high level of courtesy and tact in dealing with staff, public and vendors.
  - Valid Driver's License

**Drafted by:**

Colleen Hardie, Director of Human Resources \_\_\_\_\_  
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Date: \_\_\_\_\_  
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**Approved by:**

Danielle Hubbard, Chief Executive Officer \_\_\_\_\_  
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Date: \_\_\_\_\_  
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