



Henderson County Public Library
Collection Specialist
Job Description

Job Summary:

The Collection Specialist supports the library's collection development and access services by managing interlibrary loans, assisting with cataloging and processing of materials, coordinating the Friends of the Library book sale, and participating in the selection and ordering of materials for the library's collections. This position plays a key role in maintaining accurate records, supporting collection maintenance through weeding and inventory, and delivering excellent internal and external customer service. The Collection Specialist must reflect the library's mission and have a forward-thinking vision regarding the library's role in the community.

Specific Duties and Responsibilities:

- Assist in the development and maintenance of the library's collection by utilizing tools such as LibraryIQ to analyze usage data, identify gaps, and support the selection and ordering of new materials that align with community interests and the library's strategic priorities.
- Catalog and process new materials efficiently and accurately.
- Process interlibrary loans from initial patron request to delivery of borrowed material.
- Keep neat and orderly records and statistics regarding interlibrary loans, generating reports as needed.
- Process and evaluate item donations. Collaborate with fellow Collection Specialist to organize and manage the Friends of the Library book sale.
- Weed the collection using the CREW method.
- Work with the Collections Manager on strategic planning, budgeting, and improvements for the collections department.
- Recommend procedural and workflow changes in department to maximize efficiency.
- Stay informed about issues, trends, and news affecting cataloging and technical services.

General Duties and Responsibilities:

- Provide high-quality professional service to patrons and staff.
- Promote a welcoming, inclusive, and informed environment for all library users.
- Communicate clearly and effectively, both verbally and in writing.
- Prepare reports and recommendations for the Collections Manager.
- Comfortable with public speaking, program facilitation, and outreach.
- Crosstrain and support colleagues in other roles as needed.
- Maintain the confidentiality of library users and records.
- Ability to work independently and collaboratively in a team-focused environment.

- Attend professional meetings and conferences to keep up with the latest trends and advances in libraries; maintain an awareness of new technologies that help support our mission and values.
- Perform other duties as assigned.

Education and Experience Requirements:

- Associate's degree or a combination of some post-secondary education and/or work experience required. Bachelor's degree preferred.
- Public library experience preferred, not required.
- Working knowledge of computers, integrated library systems, and current library technologies.

Specific Knowledge, Skills, and Abilities:

- Knowledge of the library's services and collections.
- Knowledge of current literature, popular materials across various formats, and publishing trends.
- Use community data, surveys, usage statistics, and feedback to assess needs and measure the effectiveness of the Collection.
- Maintain records, prepare reports, and make data-driven recommendations to improve services, resource allocation, and budget requests.

General Knowledge, Skills, and Abilities:

- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to multi-task, create acceptable products by strict deadlines, and work effectively with a variety of people and situations.
- Ability to pay close attention to details and concentrate on work with frequent interruptions.
- Ability to analyze and creatively solve problems related to the position.
- Flexible, adaptable, and able to flourish in a changing environment.
- Possession of valid driver's license and good driving record. Willingness to use personal vehicle to attend meetings, make presentations, etc. Mileage is reimbursed.

Physical Requirements:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Work Schedule:

This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends in various departments. Dependability and diligent attendance are required.

Special Requirements:

Requires the appropriate certification from the Kentucky Board for the Certification of Librarians.

Supervisor:

Collections Manager and Executive Director