

Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY

1. Job Details:

Job Title:	Senior Collection Development Analyst	Reports to:	Director of Research and Learning Services
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2. Job Purpose:

To assist and oversee the development of the library collection by evaluating and analyzing the different collection areas and formats by identifying potential purchases to fill in existing gaps, and suggest improvements based on statistical reviews.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:					
Number of Staff Supervised:	NA	Direct Reports:	NA	Contractor/Others:	NA

4. Key Result Areas:

KEY RESULT AREAS

- Assist in developing the library collection by evaluating subject areas available to ensure alignment to the collection development policies and user's needs.
- Tracks collection usage; prepares related presentations and statistical reports and sets of collection maintenance goals.
- Identify potential materials for purchasing based on users' requests, librarians suggestions, best sellers lists, analysis reports, circulation statistics, vendors proposals, etc.
- Analyzes statistical data in order to determine collection improvement strategies.
- Coordinates and supports weeding projects and provides training and support in the use of weeding procedures, evaluates donations and damaged/missing items in order to keep collection current and useful.
- Support the creation of reading lists, brochures and other marketing materials in order to promote materials in the collection.
- Reviews and recommends electronic resources in collaboration with relevant staff and departments.
- Anticipates demand for materials and ensures that materials are ordered in a timely manner in coordination with relevant staff.
- Monitors and manages collection budgets and tracks collection usage; prepares related presentations and statistical reports Develops scope statements for collection areas and makes recommendations for the setting of collection maintenance goals in collaboration with the Public Services teams.
- Addresses collection maintenance concerns, assists with weeding, provides collection analysis, resolves problems, and assists in rearrangement of the collection to facilitate patron use.
- Monitors trends, best practices, and developments in the profession, shares knowledge and recommends improvements Provides collection development training for public service staff Works with the community relations and public service staff to promote library materials internally and externally Performs all duties of public service librarian, as needed; performs cataloging and other materials processing duties, as needed.
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work may be required. Work from different locations especially as the donations and materials for considerations are stored in the compact selves for example.

Senior Collection Development Analyst

6. Communications and Working Relationships:

- Direct Supervisor to provide update on tasks, project, and receive guidance.
- Collection Development Team to align the daily work with the overall collection development guidelines.
- Acquisition and cataloguing team to follow up on cataloguing of accepted materials or process disposals as per the established policies.
- Access services team to arrange and follow up on requests for donations and reconsidered materials.
- Reference services, children and young adults' teams to arrange for items review and evaluation of materials

7. Problem Solving & Complexity:

- Evaluates, compares and relates information from across the business
- Identifies broader implications of proposed solutions across the organization
- Uses own experience and evidence from theory, other industries and technologies to identify problems and understand situations
- Reviews existing policy to enable effective problem solving and judgment by the team

8. Decision-Making Authority & Responsibility:

- Exhibits sound judgment to anticipate potential implications of all decisions; balances benefits and risks and identifies areas of uncertainty
- Evaluates information by penetrating questions, thus ensuring complete information is available to make an informed decision
- Arrives at well-researched decisions that balance quality service and cost
- Encourages and supports appropriate risk-taking by subordinates when making decisions

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in Library Information Science or equivalent qualification, preferable Master's Degree in Library Science
- 3-5 years experience in providing public service in a public library setting and/or working with library collections, selecting materials and using vendor databases
- Fluency of Arabic and English languages
- Good knowledge of Computer skills and library software
- Excellent communication skills for dealing with public
- Excellent analytical skills for analysis and evaluation of statistics.
- Excellent writing skills with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely; Arabic proficiency is an advantage
- Proficiency in MS Office applications