

The Wagnalls Memorial

Job Description for the Library Acquisitions Specialist

Job Title: Library Acquisitions Specialist
Department: Library
Supervisor: Executive Director
Status: Level II, Regular, Part-time

The Library Acquisitions Specialist is key to the success of The Wagnalls Memorial. The Library Acquisitions Specialist provides skilled selection and maintenance of library materials for supporting Foundation and Library staff to fulfill the primary mission of the Wagnalls Memorial as an educational, cultural and community center for Lithopolis, Bloom Township, and surrounding areas. This position collaborates with the Executive Director, Children Services Manager, Patron Services Manager, and Library Fiscal Officer. In particular, the duties of the Library Acquisitions Specialist will include but not be limited to:

Essential Duties and Responsibilities:

Acquisitions

- Examine trade publications and materials, interview publishers' representatives and consults with other staff to develop the library's collections. Construct a materials development plan to select, purchase, catalog, and withdraw library materials to be approved by the Board of Directors.
- Order adult non-fiction, adult fiction, periodicals, and audio-video materials based on Wagnalls' patron preferences within the annual budget given.
- Process incoming new materials.
- Track and acknowledge periodical adoptions
- Order library processing supplies within the annual budget given.
- Actively participate in consortium subcommittee for Tech Services
- Maintain relationships with a variety of library materials and supply vendors

Book Repair and Cataloging

- Oversee repair, clean, and mend books and other circulating library materials.
- Catalog purchased and donated materials for adult non-fiction, fiction, periodicals, audio-visual, and juvenile libraries.
- Remove non-fiction, fiction, periodicals, and audio-video materials from collections and ILS following policy guidelines.

Other Duties:

- Work the Patron Services Desk as needed
- Assist with library programming and community events
- Support The Wagnalls Memorial activities as needed
- Other duties as assigned

Minimum Qualifications:

Technical Skills

- Must have working knowledge of Windows, Microsoft Office, and internet search engines such as Chrome and Edge
- Strong skills in the use of electronic resources and library technology.
- Knowledge of or capable of learning inter-library loan software and systems

Interpersonal Skills

- Ability to work independently as well as in groups.
- Effective and efficient customer service skills.
- Good written and oral communication skills.
- Flexibility in workflows and work schedules
- Ability to maintain a polite and respectful attitude toward patrons and coworkers.

Physical Demands

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards but are illustrated to help the employee and/or applicant identify where reasonable accommodations may need to be considered.

- Ability to lift up to 20 pounds
- Ability to push carts
- Ability to kneel and squat periodically
- Ability for repetitive hand use

Other Skills and Abilities:

- Attention to detail.
- A professional appearance.
- Ability to exercise sound judgment.
- Avid reader in a variety of genres

Other Requirements:

- Hold a valid driver's license
- Satisfactorily pass a background check