

Head of Collection Management

Yale University

Center for Science and Social Science Information (CSSSI)

Job Location:
Connecticut

Apply By:
07-15-2013

Date Created:
05-06-2013

Head of Collection Management

Center for Science and Social Science Information (CSSSI)

Yale University Library

New Haven, CT

Rank: Librarian 2-4 (Grades 24-27)

Requisition: #21210BR

www.yale.edu/jobs

Schedule: Full-time (37.5 hours per week); Standard Work Week; Occasional evening & weekend hours required

Yale University offers exciting opportunities for achievement and growth in New Haven, Connecticut. Conveniently located between Boston and New York, New Haven is the creative capital of Connecticut with cultural resources that include two major art museums, a critically-acclaimed repertory theater, state-of-the-art concert hall, and world-renowned schools

of Architecture, Art, Drama, and Music.

The University and the Library:

The Yale University Library, as one of the world's leading research libraries, collects, organizes, preserves, and provides access to and services for a rich and unique record of human thought and creativity. It fosters intellectual growth and is a highly valued partner in the teaching and research missions of Yale University and scholarly communities worldwide. A distinctive strength is its rich spectrum of resources, including more than 15 million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaged in numerous digital initiatives designed to provide access to a full array of scholarly information. Housed in 15 libraries, including Sterling Memorial, Beinecke, and Bass libraries, it employs a dynamic, diverse, and innovative staff of over 500 who have the opportunity to work with the highest caliber of faculty and students, participate on committees, and who are involved in other areas of staff development. For additional information on the Yale University Library, please visit the Library's web site at www.library.yale.edu.

The Center for Science and Social Science Information (CSSSI) :

The Center for Science and Social Science Information (CSSSI), located in the Kline Biology Tower, provides Yale faculty, students, and staff with state-of-the-art information services in a technology-rich environment. It is designed to provide easily accessible support for science, social science, and interdisciplinary researchers.

Position Focus:

The Head of Collection Management provides leadership and coordination of collection management activities including acquisitions, bibliographic control, collection analysis and assessment, collections budget development and management for collections for the Center for Science and Social Science Information (CSSSI) and distributed Science Libraries. Acts as liaison to central Collections, Acquisitions, Cataloging, and Preservation Departments and may be responsible for administrative oversight of the Center in the absence of the directors. Plays a leadership role in the organization, works with the directors to establish and implement the mission and goals of CSSSI and to formulate policies and procedures, and contributes to general CSSSI planning activities.

Provides leadership for technical services staff in CSSSI and distributed Science Libraries and is responsible for training and performance management and appraisals, establishing priorities, and designing and documenting procedures and workflows, in keeping with system-wide policies and procedures.

Collaborates with collections staff throughout the Library system on best approaches to resource expenditures and coordinated collection development. Manages the acquisitions budget and is responsible for working with librarians and directors to align the budget with Yale University research and curricular needs. Plays a role in documenting collection development policies in collaboration with selectors and directors, analyzing the use of library resources, and managing CSSSI's domestic and foreign approval plans and the serials and database review processes, in consultation with subject selectors. Plans collections budgets in collaboration with

the directors and subject selectors and develops budget reports and analyses, including projections and needs assessments. Stays abreast of trends in scholarly communication.

Plays a lead role in managing digitization projects including: contributing to grant proposal text; working with other library digitization units; designing and implementing workflows; adhering to system digitization standards; creating metadata; implementing procedures for tracking materials; handling of collections post-digitization; and collecting and reporting production statistics.

Principle Responsibilities:

1. The Librarian 2 is expected to demonstrate excellence in meeting the position responsibilities, as defined by the job description and annual goals.
2. Demonstrate effective job performance and professional growth.
3. For a complete description of the position and department, please see the department URL.

Required Education and Experience:

Master's degree in Library Science from an American Library Association accredited Library school and two years of related experience. In selected instances, a post-graduate degree in a related discipline may be required or substituted for an MLS. Appointment to this rank is limited to three years at which time it is expected that the individual will develop necessary requirements to meet expectations of performance at the Librarian 3 level.

Required Skills and Abilities:

1. Appointment at Librarian 3 requires five years of relevant professional library experience; Librarian 4 requires a minimum of eight years of relevant professional library experience; and demonstrated professional accomplishments appropriate to the rank.
2. Supervisory experience. Demonstrated ability managing and supervising library technical services with an emphasis on electronic resources management, including acquisitions, collection development and management, and vendor relations.
3. Demonstrated ability in working with: complex electronic publishing environment and scholarly communications issues; negotiating licenses for electronic content; electronic resource management systems; integrated library systems; and metadata and digitization standards.
4. Ability to plan and implement effective programs, projects, and services. Excellent oral and written communication skills and interpersonal and team collaboration skills.
5. Ability to work effectively in a fast-paced, rapidly-changing and ambiguous environment. Ability to work effectively with faculty, staff, and students in a culturally diverse environment.

Preferred Education, Experience, and Skills:

1. Advanced degree in social science or science and/or relevant experience in one of the science or social science disciplines.
2. Knowledge of one or more western European languages.

Salary and Benefits:

We invite you to discover the excitement, diversity, rewards and excellence of a career at Yale University. One of the country's great workplaces, Yale University offers exciting opportunities for meaningful accomplishment and true growth. Our benefits package is among the best

anywhere, with a wide variety of insurance choices, liberal paid time off, fantastic family and educational benefits, a variety of retirement benefits, extensive recreational facilities, and much more.

Applications consisting of a **cover letter, resume, and the names and contact information of three professional references** should be sent by creating an

account and applying online at

http:

[//www.yale.edu/jobs](http://www.yale.edu/jobs)

for immediate consideration - the STARS req ID for this position is

21210BR

. Please be sure to reference

#21210BR

in your cover letter.

Background Check Requirements:

All external candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle and credit checks based on the position description and job requirements. All offers are contingent on successful completion of a background check. Please visit www.yale.edu/hronline/careers/screening/faqs.html for additional information on the background check requirements and process.

Yale University is an affirmative action/equal opportunity employer. Yale values diversity in its faculty, staff, and students and strongly encourages applications from women and members of underrepresented minority groups.

[Learn more »](#)

File Attachments