

Library Faculty Position Description

Faculty Member:	Andrea Flockton
Position Title:	Head of Collection Development
Rank:	Senior Instructor
Basic Function and Responsibility:	The Head of Collection Development oversees collection development and management of resources in multiple formats library-wide and monitors and helps coordinate the Library's collections budget. This position plays key role in both the assessment of the Library's collection strategies and the maintenance of the collection itself.
Library Responsibilities:	<ul style="list-style-type: none"> ▪ Supervises three civil service Library Specialists – hire, train, evaluate work performances annually; review and correct daily work; assign daily tasks. ▪ Coordinates collection development through departmental librarians; evaluate gift volumes, serials, music recordings, etc. according to Dupré Library policies; responsible for collection development for the general library fund and general replacement fund. ▪ Receives and acknowledges donations made to the Library from community and the university patrons; log all gifts received, write letters, maintain excellent relations with donors. ▪ Participates in the compilation and reporting of statistical data for ongoing assessments of the library collection, assists in the selection and de-selection of library materials, and collaborates with departmental librarians to promote library collections. ▪ Participates in workshop/training/faculty development opportunities related to library responsibilities. ▪ Serves as departmental librarian for academic departments.
Research Responsibilities:	Participates in scholarly research and publication activities appropriate to rank.
Service Responsibilities:	<ul style="list-style-type: none"> ▪ Active participation on library and university committees, task forces, etc. Membership and active participation in professional associations and organizations. Active participation in community service activities. ▪ Professional memberships, holding office, or service on committees. ▪ Attendance at conferences and professional meetings, presenting at conferences, developing programs or workshops, participating in panels, organizing conferences or providing consultation services.
Reports to:	Assistant Dean for Technical Services