

COLLECTION SERVICES & EVALUATION LIBRARIAN (Regular Full-Time)

Lynn Valley Library: Collection Services Department

JOB POSTING #20-07 | Closing Date: October 30, 2020

North Vancouver District Public Library inspires learning, discovery, creativity and collaboration in our community. Serving almost 90,000 residents across three current locations in the District of North Vancouver, NVDPL has supported a love of reading and culture of learning and discovery for over 55 years. Our library is the destination for our growing community to connect, share, and inspire.

Reporting to the Manager, Collection Services, the Collection Services & Evaluation Librarian is responsible for the selection, maintenance and evaluation of the library's adult collection, ensuring the collection meets community needs and is in alignment with the goals and initiatives of the Library Board and the Collection Policy. This position works collaboratively with the Collection Services Department and Public Services staff, and oversees the adult collection at all branches.

Under the direction of the Manager, key responsibilities will include:

- Developing, ordering, and maintaining multiple formats in the adult collection
- Evaluating the collection in relation to community expectations and Strategic Plan goals, and recommending strategies to meet these needs
- Recommending community-focused strategies to the Manager, Collection Services, considering overall library strategies, plans and constraints
- Monitoring new collection developments and trends in publishing and reading, emerging formats, and library best practices
- Recommending and implementing collection management practices such as automatic release plans, vendor services and patron driven acquisition models; monitoring and updating tools and practices
- Communicating with members of the community on collection matters and related policies and practices; responding to feedback and enquiries; investigating complaints and taking appropriate action to resolve
- Promoting the collection using a variety of methods including social media and other digital tools
- Providing input into the development of the annual collection budget and Asset Management Plan; monitoring expenditures to ensure that good financial practices are followed
- Performing related work including regular Information Desk reference and reader's advisory services including assisting patrons with digital services

Required Qualifications:

- MLS or MLIS degree from an accredited library school and related experience
- Extensive knowledge of the methods, techniques, practices and procedures applicable to the development, maintenance, evaluation and promotion of a library collection
- Considerable knowledge of the principles and practices of librarianship, and an understanding of and commitment to the principles of intellectual freedom, inclusiveness and service excellence
- Experience with teamwork and projects, and the ability to work both independently and collaboratively

- Highly-organized and able to carry out job functions with flexibility, creativity, and initiative
- Excellent written and verbal communication skills; ability to read or speak a second language would be an asset
- Demonstrated competence with current library technologies and assisting patrons with accessing and navigating the digital environment
- Ability to establish and maintain positive, effective working relationships with a variety of internal and external contacts, including colleagues, community groups and individuals, vendors, and other stakeholders
- Commitment to ongoing professional development and growth
- Knowledge of the District of North Vancouver community and its interests
- Experience with Horizon would be an asset

The hourly rate for this unionized position starts at \$36.45 based on a 35-hour work week, plus a generous benefit package. Schedule will include evenings and may include weekends.

North Vancouver District Public Library is an equal opportunity employer, committed to creating a diverse, inclusive, barrier-free work environment. If you have a passion for connecting community, sharing knowledge, and inspiring stories, and you are interested in joining our dynamic team, then we'd like to hear from you!

Qualified applicants are invited to apply via email only with your cover letter and resume to libraryhr@nvdpl.ca by October 30, 2020 to be considered for this competition.

We thank you for your interest in employment with the North Vancouver District Public Library and advise that only those short listed for an interview will be contacted.