University of Edinburgh

Job Description

1. Job Details

Job title: Collections Manager

School/Support Department: IS/Libraries, Museums & Galleries

Unit (if applicable): Collections Division

Line manager: Director of University Collections

2. Job Purpose

To manage and co-ordinate the current and future development of the University Library collections, by implementation of a collections policy.

3. Main Responsibilities

- Manage the staff operating Collections Management, including shelving, collections service from stores, donations and surplus book sales, to ensure that relevant performance indicators are met.
- Liaise with library and academic staff on the implementation of the Library Collections Policy, monitor its effectiveness and support the Director of University Collections in the development of new policies in this area.
- Contribute to the planning and implementation of transfers of major library collections in order to ensure the appropriate location of stock.
- Develop and implement a methodology for appraising collections as a basis for active collection management and the effective re-deployment of collections in open access areas, transferred to closed stores, sale or disposal.
- Develop, manage and advise on onsite and offsite closed access stores, by contributing to policy development and its publicity, analysing space/stock and recommending modifications to the holdings. Ensure efficient and effective access to materials in store.
- Manage the Interdisciplinary Fund on a day-to-day basis.
- Identify and provide statistical information and reports for the Director of Library Services and the Director of University Collections.

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4. Planning and Organising

Planning takes the form of an annual work-plan, regular meetings and discussions with the Director of University Collections, who steers the strategic direction. The job holder manages the Collections Management staff.

- Plan major collection moves, e.g. the first phase (of eight years) of stock moves from the Main Library building to an offsite store.
- Plan and organise, beyond a one year cycle, the allocation and workflow of Collections Management staff, in order to provide the best service in meeting required service targets.
- Plan and organise transfer, relegation and disposal of a site library, e.g. closure of the Drummond Library over an eight month period.

5. Problem Solving

- Unplanned changes within the University relating to a library closure and the effect on the Main Library requires solving problems of space, staff resources, stock transfer, communication with booksellers and disposal of stock, in a specific time period.
• Planned policy is not always accepted and requires negotiation, extended consultation and revised publicity, e.g. rationalisation of the map collection.
• Planning electronic, rather than print, journal subscriptions requires solving the problems of funding, space allocation, retention of stock, access to electronic data and publicity.

6. Decision Making
• Decide on recruitment of Collections Management staff
• Decide on the most appropriate allocation of staff to meet performance targets
• In conjunction with the Director of University Collections, further develop the collections policy for the Library

7. Key Contacts/Relationships
• Colleagues in the Library and other parts of Information Services in implementing policy
• Academic staff in implementing policy relating to collections location, retention, transfer and disposal
• Staff at other university libraries, professional associations, facility planners, relocation companies, potential donors, library consortia in implementing policy

All the above includes both formal and informal communication, in person, by telephone and e-mail.

8. Knowledge, Skills and Experience Needed for the Job
• An undergraduate degree and a qualification in librarianship or information science
• Proven strong project management skills
• Strong understanding of user services and their relationship to collection development and collection management.
• Significant experience in a range of information services in academic libraries
• Practical understanding of space allocation
• At least 5 years experience of staff management and training
• Budget handling and financial management
• Flexible with good leadership, communication and organisational skills
• Good time management skills with a capacity to complete and deliver projects to tight deadlines

9. Dimensions
• Manages the Collections Management staff: 3 full-time clerical staff, 15 part-time clerical staff, 15 part-time manual staff
• Manages deployment of collections Library-wide across all sites, impacting on all library users
• Manages the Library Interdisciplinary Fund: £136,066.00 (2005-6)
• Plans internal and offsite collection moves for the major Main Library Redevelopment Project

10. Job Context and any other relevant information