

**LIBRARIAN SUPERVISOR**  
**(Library-Archives Division Acquisitions Supervisor and Collection Development Coordinator)**

**14. Position Summary**

This is a professional supervisory position, exempt from the overtime provisions of the Fair Labor Standards Act. Under the general supervision of the Administrator of the Library-Archives Division, the Library-Archives Acquisitions Section Supervisor and Collection Development Coordinator manages and coordinates all collection development and acquisition activities in the Library-Archives Division. The Wisconsin Historical Society holds one of the premier research collections on North American history in the United States, with library holdings of 3.9 million items and an Archives of 110,000 cubic feet. The Library-Archives Division is a depository for both federal and state government publications and is the home of the State Archives. In addition to its excellent Wisconsin collections, the Library-Archives Division is widely known for its genealogical collections, newspapers and periodicals holdings, special collections, and archival collections in mass communications, social action, and organized labor.

The Section Supervisor has primary responsibility for the improvement of these library and archival collections by leading the development and implementation of collecting policies and acquisitions and accessioning strategies. This includes budgetary control and supervision of four permanent as well as additional LTE/WS staff. The Supervisor also coordinates collecting activity performed by staff members assigned to other bureaus. This position supports the Historical Society's mandate to serve the University of Wisconsin by functioning as a liaison to the UW-Madison's General Library System collection development and acquisition staff and to faculty members and students.

**15. Goals and Worker Activities**

**40% A. Management of Library Acquisitions and Archival Collection Development**

A1. Analyze strengths, weaknesses as well as current and projected future uses of the Library-Archives Division's North American and Wisconsin history holdings for the purpose of planning and implementing an acquisition program to improve the collection.

A2. Develop, revise and update Library-Archives Division collection development policies for all non-governmental areas of the collections.

A3. Establish, oversee, and manage effective relationships with library vendors, publishers, rare book and manuscript dealers, donors of collections, and all other acquisition sources.

A4. Supervise and coordinate the identification, appraisal and selection of materials for all subject areas included in the collection, including both published and archival resources.

A5. Work in cooperation and consultation with the Public Services Bureau's North American History librarian and the Genealogy Resources librarian to assure the improvement of the collections for areas of interest to research communities in academic history and family history.

A6. Assess the benefits and deficiencies of acquisitions plans and make recommendations for their improvement as needed.

A7. Oversee and evaluate all joint acquisition programs and collection development agreements with UW-Madison Libraries and propose improvements.

A8. Represent WHS interests in UW-Madison GLS committees with reference to collection development and acquisitions efforts.

A9. Evaluate recommendations for acquisitions from Library-Archives users and from WHS Public Services staff and commit resources as appropriate.

A10. Manage the division's appraisal and acquisition committee by convening meetings, establishing agendas, facilitating discussions to reach decisions, communicating as necessary with Division Administrator and other supervisors, and reporting on committee decisions.

A11. Set goals and oversee archival accessioning efforts to effectively complete collections management work and eliminate backlogs.

**35% B. Supervision selection and ordering of book, serials, electronic Resources and manage gifts, and review of materials upon receipt.**

B1. Budget, manage, and coordinate the selection and ordering of books, periodicals, newspapers, pamphlets, microforms, and electronic resources for the Library's general collections with emphasis on United States and Canadian national, state, and local history.

B2. Develop, budget, and manage approval and firm order plans, in coordination with UW-Madison GLS procedures, in order to build collections, ensure proper coverage of collecting fields, reduce duplication of effort, and maximize benefit to the WHS.

B3. Negotiate, and coordinate negotiations on behalf of the WHS, with vendors of licensed resources in coordination with UW-Madison GLS.

B4. Select and order library materials, in all formats, as required for the

improvement of the collections

B5. Identify out-of-print publications needed to fill gaps in the Library's collections, as well as to replace items missing from the collections and items in need of replacement due to deterioration.

B6. Maintain knowledge of current professional developments in library acquisitions and publishing in the subject areas in which the Library collects.

B7. Identify rare items in the Library's general collection and recommend their transfer to the Rare Books Collections

B8. Develop effective relationships with donors of materials and funds for the support of library programs

B9. Manage the disposition of unwanted or unnecessary duplicate library materials through donation to other libraries and institutions or through sales as defined by state law and WHS policies.

B10. Assess and make recommendations for improvements in deaccessioning policies and weeding strategies.

### **15% C. Administration of Acquisitions and Collection Development Section**

C1. Supervise section permanent and temporary staff:

- a. Assign duties to staff to accomplish the goals and objectives of the section;
- b. Write and revise position descriptions;
- c. Recruit, hire and train staff at all levels;
- d. Develop performance standards;
- e. Conduct staff performance evaluations and write evaluation summaries;
- f. Maintain effective communications with staff through individual and section staff meetings;
- g. Provide for and encourage staff development opportunities;
- h. Identify potential and existing employee problems and take necessary action.

C2. Develop section goals, objectives and annual work plans.

C3. Manage fiscal resources for acquisitions and collection development by developing, tracking, and reporting on annual budgets.

C4. Recommend and develop requests for extramural support for collection development, including grant applications and donation of private funds.

C5. Collect and maintain statistics appropriate to the work of the section for use in evaluating, planning, and adjusting resource allocations.

C6. Report progress to the Division Administrator on section work plans as required and make recommendations for new acquisitions policies and initiatives

**10% D. Other Responsibilities**

D1. Consult as necessary with division staff in other sections and bureaus to maintain effective communications regarding shared responsibilities.

D2. Represent the sections at meetings of Library-Archives Division supervisors.

D3. Publicize the collections and contribute to the visibility of the Division with its various constituents by developing public information, planning outreach programs, and by participating in publicity activities.

D4. Establish and maintain contact with professional organizations of librarians, archivists, bibliographers, and collection development specialists.

D5. Participate in WHS and Division planning efforts.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of the literature and research methods in North American history and related fields of inquiry.
2. Knowledge of Wisconsin and American history.
3. Knowledge of trends in American history research and publication
4. Knowledge of the theory, practice, and literature of library and archives generally and of collection development, appraisal, acquisition, and donor relations in particular.
5. Knowledge, skills and ability in library or archives collection development, appraisal, acquisition, and donor relations.
6. Knowledge of the book trade and current approaches to the acquisition of books, e-books, serials, and related electronic publications.
7. Knowledge of current trends in licensing electronic resources.
8. Knowledge, skills, and ability to negotiate licensing agreements on behalf of the WHS.
9. Knowledge of the Library-Archives' collecting policies, including their relationship to cooperative collecting agreements with the University of Wisconsin-Madison libraries.
10. Knowledge of appraisal and acquisition of non-government records and publications.
11. Knowledge, skills and ability to develop library and archival collecting policies, implement them, monitor progress and evaluate their success.
12. Knowledge, skills and ability to gather and analyze data and report on the results of analysis.
13. Knowledge, skills and ability to manage fiscal resources, create and manage budgets, and track income and expenditures.
14. Skills and ability to communicate effectively in person and by other means with collection users and donors of diverse backgrounds and interests.
15. Skills and ability to supervise and manage staff (professional, para-professional and volunteer) and guide staff to achieve success through teamwork.
16. Knowledge, skills and ability to use computer systems, including library and archives automation tools, MS office applications, and Internet browsers.
17. Ability to hold a Wisconsin driver's license and travel around the state as needed.