

Position Announcement: Audiobooks Collection Development Manager

The South Jersey Regional Library Cooperative seeks a librarian to manage and perform collection development for the SJRLC Audiobooks Consortium. (See: <http://sjrlc.lib.overdrive.com>)

The Collection Development Manager will analyze Audiobook Consortium collection usage reports and Overdrive suggested title lists, and make strategic purchase recommendations to the SJRLC Assistant Director on a monthly basis, ensuring a balanced and heavily used digital collection.

The Manager will also virtually market the collection on a bi-weekly basis by directing Overdrive to change the book cover displays which appear on the collection's website: <http://sjrlc.lib.overdrive.com>.

The schedule is 10 hours per month and requires no travel. A high speed Internet connection is required.

Requirements include a Master's degree in Library or Information Science from an accredited college or university, and a minimum of two years professional library experience. The successful candidate will possess experience in collection development, ability to work independently, and attention to detail. Additionally, the successful candidate will demonstrate these competencies:

Basic Competencies:

- Ability to generate and review statistical collection usage reports using Overdrive's web-based Content Reserve System (training will be provided)
- Ability to strategically analyze use of collection and make informed purchase recommendations, including recommended title swaps (swap new titles for non-circulating titles), and purchase of additional copies, within given monthly budget parameters.

Technical Competencies

- Proficient with MS Windows
- Proficient with MS Word
- Proficient with MS Excel
- Basic literacy with reading and extrapolating statistical collection usage reports (i.e. usage and hold ratio reports, title/subject turnover ratios)

Start Date: January, 2007

Rate: \$21/hour, paid bi-weekly

Questions: Please direct questions to SJRLC Assistant Director, Peter Bromberg. 856-346-1222 or bromberg@sjrlc.org

To Apply: Please send letter of application, noting relevant experience, to Peter Bromberg, Assistant Director. South Jersey Regional Library Cooperative, 10 Foster Avenue, Suite F-3, Gibbsboro, NJ, 08026. Applications may be emailed to bromberg@sjrlc.org or faxed to 856-346-2839.

Applicants are encouraged to apply immediately, but will be accepted through January 6th. First preference will be given to library staff employed by SJRLC Audiobook consortium libraries.