



**Head of Collection Management Services
Loyola Law School, Rains Library**

Position Summary

Supervisory responsibility for all collection management services operations (Cataloging, Acquisitions, Serials, Physical and Digital Material Processing). Provide the means for access to the printed, microform, online database and audio-visual resources of the library. This position supervises all bibliographic access and control operations, including bibliographic utilities (e.g., OCLC) and local online systems (e.g., Innovative).

Position Specific Responsibilities:

- Assume leadership, management, responsibility and supervision of the Library's Collection Management Services staff, organization and workflow.
- With senior library leadership team, plan long and short-term policies and programs, set goals and establish departmental priorities, including allocation of staff and other resources.
- Determine scope, selection, and subject content of library materials; assign subject headings in line with current accepted Library of Congress practice and the established needs of library users.
- Oversee maintenance of online public catalog, and all other catalog resources.
- Collect and provide analysis for cataloging and acquisitions statistical data necessary to the effective operation of the library.
- Check established bibliographic sources for review of holdings of library for qualitative and quantitative analysis (collection development).
- Establish and implement procedures for online catalog maintenance and bibliographic control.
- Determine efficient workflow patterns between sections of Collection Management Services.
- Develop Collection Management Services and fiscal affairs policies and procedures which will anticipate and meet the information and services needs of the Law Library and satisfy the University auditors.
- With the Collection Management Services staff, plan for and implement automated library services and coordinate with existing programs, as needed.

- Establish and maintain effective working relationships with managers of other Rains and Hannon Library departments and Law School Faculty. Serve as the manager for updating and implementing Collection Management Services policies and procedures.
- Coordinate scheduling in his/her department so that basic services continue without interruption.
- Responsible for budgetary and fiscal management of Law Library finances.
- Revise and supervise bookkeeping procedures. Coordinate with the Law School's finance department as necessary.
- Keep current with advances and changing technology in the field by participating in professional and continuing education activities of local and national law library groups in order to maintain professional skills and contacts, including attendance at Southern California Association of Law Libraries meetings, institutes, and workshops, Innovative Users Group (IUG) conferences, and other relevant workshops and courses.
- Train all library professional and paraprofessional staff as necessary in bibliographic identification, access and control procedures; best use procedures of online shared cataloging databases and other bibliographic tools; and in best use procedures for use of Innovative Interfaces Sierra ILS, the library's integrated online system.
- Coordinate vendor demonstrations/presentations for professional and paraprofessional staff.
- Perform other related duties as assigned or requested. The Law School reserves the right to add or change duties at any time.

Experience/Qualifications

Minimum of four years increasingly responsible professional technical services/ Collection Management Services experience in a law or academic library. Minimum two years of supervisory experience.

Knowledge/Skills:

- Proficiency in Anglo-American Cataloging Rules I and II, Resource, Description, and Access (RDA), Library of Congress classification and subject cataloging; MARC and Library of Congress bibliographic tools; OCLC/Innovative operations.
- High level of understanding and knowledge of acquisitions and serials workflows and processes.
- Prefer knowledge of a least one modern foreign language.
- Ability to work independently; delegate, coordinate and manage a heavy workflow; recognize and resolve complex bibliographic problems; implement and supervise effective departmental record keeping.
- Excellent supervisory skills.
- Excellent oral and written communication and interpersonal skills to effectively and professionally communicate with internal and external constituents.
- Organizational ability to run an efficient and effective collection management services operation is paramount in this position.
- Also required are creativity and judgment to produce the best possible solutions suitable for specialized clientele of the law school community.

- Have initiative to restructure the operation to meet changing conditions and needs.

Required Education

Master of Library Science from ALA-accredited library school. Additional masters in a liberal arts discipline or some legal training preferred.

For more information and how to apply see the full job posting at:

<https://jobs.lmu.edu/postings/33904>