



# Example of Library Job Description

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Our company is looking to fill the role of library. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for library

- Ensure effective stewardship of the materials budget, including monitoring acquisition budgets and fund assignments for 8,000-10,000 titles annually, ongoing assessment of budget allocations, establishing target deadlines for ordering materials, and prioritizing requests for endowment and end-of-year purchasing
- Actively contribute to relevant Harvard College and Harvard Library collection development working groups, committees, councils, and innovative projects
- Maintain and update Fine Arts Library collection policy in consultation with FAL selectors and collection development colleague across the Harvard Libraries
- Continuously evaluate print and digital publication trends in art history, architectural history, and the fine and applied arts
- Communicate regularly about current and emerging research areas and interests with faculty, graduate and undergraduate students, Harvard Art Museum educators, curators, fellows, and interns, and visiting scholars
- Exchange information and best practices proactively with selectors in the Harvard College Library and across the Harvard Libraries for shared purchases, purchase recommendations, and intentional duplication
- Contribute to collaborative collection development and digital projects with external partners, , Ivies Art and Architecture Group
- Create and maintain in-depth and relevant content for multiple web presences for Fine Arts Library collections and collection-related events and

- Assess collection strengths and correct weaknesses for curricular and research support and create routine and customized acquisitions and collections reports using COGNOS and other tools
- Establish and maintain effective and efficient relationships with approval, firm order, and antiquarian vendors and booksellers

## Qualifications for library

- Work together with the Librarian and other Fine Arts Library selectors to negotiate and acknowledge gifts of materials and funds
- Work proactively and collaboratively with Information Technology Services staff to insure consistent and efficient vendor relations and processing routines
- Work proactively and collaboratively with Access Services collection management staff to plan for collection care, and stack space planning, and ongoing transfer of materials to the Harvard Depository
- Work proactively and collaboratively with Preservation, Conservation, and Digital Imaging on disaster planning, collections care guidelines, environmental concerns, and digital preservation and access projects
- Participates in research services and activities, including contributing to regular hours of support for special collections researchers in collaboration with other librarians
- Student staff and/or interns, as needed