

Collection Development Librarian

The American University in Dubai invites qualified applicants to apply for the position of ***Collection Development Librarian***.

The Collection Development Librarian leads and supervises the collection development team, providing leadership for collection management across print and electronic formats (books, e-books, journals, databases and media). The role manages selection, acquisitions, licensing, assessment, and metadata/cataloging to build a relevant, discoverable, and sustainable collection supporting teaching, learning, and research, and stewards collection budgets and endowments. The position reports to the Library Director.

Principal Responsibilities:

Department Leadership

- Provides on-site leadership to the Collection Development Unit and ensures effective unit operations when off-site.
- Exercises independent judgment and discretion by making decisions to depart from standard policy or procedure as deemed necessary after consulting the Library Director.
- Participates in the evaluation and review of new work processes and tools.
- Compiles collection analytical reports and expenditure analyses for surveys and accreditation reports and annual unit assessment reports for the Library Director.
- Delivers collection analytics (usage, cost per use, coverage/overlap) and expenditure analyses covering acquisitions, metadata/cataloguing, collection management, digital access, and resource usage.
- Provides leadership in identifying and adapting technology to department needs.
- Supervises acquisitions and cataloging/metadata staff and student employees: recruits, trains, assigns and reviews work, sets performance goals, and conducts annual appraisals in a culture of continuous improvement.
- Ensures that the staff are trained, supported, developed and motivated within a culture of continuous improvement.
- Sets goals, policies, and service standards for timely and accurate technical services, and fosters a collaborative, inclusive culture within the unit and the Library.
- Works collaboratively with other units in the Library to provide feedback and develop services, as well as to promote the collections and collections-related activities.
- Maintains an awareness of the trends and issues in acquisitions, e-resources, licensing, and cataloging/metadata; participates in and, where appropriate, presents at relevant conferences and workshops, and shares best practices with colleagues.

Collection & Acquisitions

- Provides leadership in the overall management of physical and digital resource collections, including the coordination of selection, deselection, and other collection management projects.
- Oversees acquisition of print and electronic resources (monographs, e-books, serials, and media) through firm orders, standing orders, approval plans, and evidence-based/demand-driven models; supervises staff responsible for ordering, receiving, claiming, renewals, and invoice processing.
- Oversees all workflow related to managing the life cycle of the library's electronic resources, including acquisition, access, administration, support, and evaluation.
- Reviews, negotiates, and manages license agreements for electronic resources in coordination with the Library Director. Negotiates with vendors to obtain favorable pricing and access terms.
- Notifies vendors of renewal and cancellation decisions.

- Coordinates and monitors invoice payments and follows up on problems.
- Manages and provides stewardship for gifts and donations related to collections.
- Evaluates inquiries about gifts-in-kind or donations for library collections.
- Coordinates deselection/weeding projects aligned to academic priorities, with assistance from other library staff.
- Develops and maintains effective working relationships with vendors, publishers, and consortia.
- Oversees day-to-day expenditure and monitors and reports on collection budgets.
- Reviews the Library's collection of print and electronic resources to ensure that the collection is relevant to learning, teaching and research activity at the University.

Cataloging & Metadata

- Maintains bibliographic control and oversees copy and original cataloging for all formats (monographs, serials, media, special collections, and electronic resources) in accordance with RDA, MARC 21, LCSH, and LCC, including Arabic-script records using ALA-LC romanization.
- Maintains and updates name and subject authority records in the library management system in line with LC/NACO practice.
- Assists in the evaluation of cataloging services and resources used by the library.
- Serves as the cataloging expert with regard to the library's management system.
- Supervises staff performing copy and original cataloging and metadata activities.
- Develops, implements, and maintains workflows, procedures, documentation, and quality control for cataloging/metadata management.
- Ensures that metadata in library management system is of a high standard, enabling print and electronic resources in the Library collection to be discoverable and accessible by students, staff and researchers across the globe.

Other

- Attends all relevant staff meetings scheduled during regular working hours.
- Participates in Library teams and institutional initiatives; represents the unit with vendors and partners..
- Serves as a backup to other staff as needed and as requested by the supervisor.
- Performs other duties as requested by the Library leadership.

Competencies and Skills Used:

- Advanced knowledge of collection development and acquisitions, including budget stewardship, vendor relations.
- Advanced knowledge of RDA, MARC 21, LCSH, LCC, and authority control, including Arabic-script cataloging and ALA-LC romanization; familiarity with Dublin Core.
- Proficiency with using current and emerging technologies, including learning and content management software for delivery of information literacy instruction and reference support.
- Flexibility, enthusiasm, and ability to work effectively with faculty, students, staff, and the general public.
- Technological proficiency with demonstrated aptitude for learning new software and systems. Ability to incorporate new technologies and innovations into existing operations.
- Strong interpersonal, analytical, and oral and written communication.
- Ability to work independently and collaboratively in a team environment;

- Strong analytical and project management skills with a demonstrated ability to think strategically, set priorities, meet deadlines and complete tasks and projects on time with little supervision.
- Demonstrated ability to plan, coordinate, and implement projects in a technology-rich environment.
- Willingness to adapt to a rapidly changing environment and eagerness to learn new skills.
- Understanding of copyright/fair use considerations for acquisitions, and course support.
- Physical Demand:
 - 1) Climbing (ladders, ramps, stairs...)
 - 2) Lifting/carrying up to 15 kg"
 - 3) Reaching above / below Shoulder

Essential Qualifications:

- Master's degree in library/information science (or equivalent).
- Minimum of three years of professional academic or research library experience in acquisitions and/or cataloging.
- Ability to catalog Arabic-language materials.

Desired Additional Qualifications:

- Supervisory experience leading, developing, and managing staff.
- Proficiency in Arabic & English (reading, writing, and speaking)

Applications will be accepted and evaluated until this position is filled.

Preferences will be given to candidates who are already located in the UAE.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

Please state the title of the position as the subject of the email

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.