

ACQUISITIONS COORDINATOR

General Description:

This position is responsible for ordering, tracking, and receiving library materials. This includes, but may not be limited to, books, audio, and visual media. The position also handles ordering replacements of damaged items.

Reports to: Technical Services & Collection Management Librarian, or his or her designee.

Duties and Responsibilities:

- Place orders for all library materials selected by librarians.
- Determine the most efficient, appropriate, and cost-effective source or vendor for each order.
- Ensure acquisitions database contains accurate and relevant information so that the online catalog accurately reflects orders and holdings.
- Establish and maintain accounts with vendors.
- Manage a steady work-flow so that department activities are consistent.
- Review and authorize payment of invoices for library materials and submit to Accounting.
- File claims for materials not received.
- Return materials received in error and ensure library account is credited.
- Follow up on backorders and late orders to ensure timely delivery of materials.
- Create expenditure/encumbrance reports of materials ordered by fund types.
- Remain current in library trends with respect to acquisitions and database management and tools, and openly share new ideas with staff and supervisor.
- Help update Acquisitions Procedure manual as changes are made.
- Other duties as assigned.

Results:

- There is an even flow of new and replacement materials moving into the library's holdings without excessive backlog in the Technical Services Department.
- The Library's materials budget is maximized.
- Systems are accurate and efficient.
- Patrons' needs are met and exceeded.

Minimum Qualifications: Graduation from high school.

Knowledge and Abilities:

- Ability and willingness to learn library procedures and practices.
- Ability to use computers comfortably and effectively for general office functions with strong emphasis on database/file management and spreadsheets, information retrieval, and word processing.
- Ability to perform office functions with speed and accuracy.
- Excellent attention to detail, particularly with numbers; 10-key skills preferred.
- Strong communication skills.

Working Conditions: Lifting materials up to 40 lbs. on occasion; position involves a significant amount of computer desk time, i.e. constant sitting.

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