



# Acquisitions and Collection Development Librarian

## Wisconsin State Law Library

### Wisconsin Court System

The Wisconsin State Law Library is seeking candidates for the position of **Acquisitions and Collection Development Librarian**. This position manages the acquisition of materials for the State Law Library, the Milwaukee County Law Library, the Dane County Law Library, the Supreme Court, the Court of Appeals, and the Milwaukee County and Dane County circuit court judges.

**LOCATION:** Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit.

**SALARY:** Starting salary will be in the range of \$50,034 to \$60,541 annually, including a State of Wisconsin benefits package.

#### **RESPONSIBILITIES:**

1) Manages acquisitions by monitoring budgets, ordering materials, processing invoices, claiming materials, and staying abreast of emerging trends and best practices related to acquisitions. 2) Provides reference and research assistance to library users. 3) Develops and maintains working relationships with publishers and vendors. 4) Assists with collection development activities; compiles and analyzes data for assessment and other statistical reports. 5) Participates in library and other professional activities.

#### **QUALIFICATIONS:**

**REQUIRED:** 1) Demonstrated experience of acquisition practices including monitoring budgets, ordering and receiving materials, managing order records, and invoice processing. 2) Demonstrated experience working with publishers and library vendors. 3) Knowledge of current practices and trends in acquisitions. 4) Legal reference skills, including knowledge of legal materials with ability to use legal research systems such as Lexis or Westlaw. 5) Effective oral and written communication skills. 6) Education or experience equivalent to a Master's Degree in Library and Information Studies or related field. 7) Experience creating and maintaining bibliographic and order records for a library catalog system, preferably Sierra. 8) Experience using Microsoft Office Suite including Microsoft Excel. 9) Graduate library science coursework related to acquisitions, collection development and the provision of reference.

**PREFERRED:** 10) Master's Degree in Library and Information Studies from an accredited school.

#### **SPECIAL REQUIREMENTS:**

1) Employment will require a criminal background check.

#### **TO APPLY:**

Please submit a cover letter and resume in a single PDF document with the email subject line **#24-2424 Acquisitions and Collection Development Librarian** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should showcase your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these application directions may result in your disqualification.

#### **DEADLINE:**

In order to be assured consideration, applications must be received by 11:59 PM on Sunday, June 16, 2024. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system, visit our website at [www.wicourts.gov](http://www.wicourts.gov).

*Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.*