POT7LT1 Charge

TO: Dana Peterman (UCI) - Coonvenor, Peter Brueggeman (UCSD), Susan Minobe (UCLA)

FROM: Anita Colby, POT 7 Liaison

SUBJECT: Request to serve on Lightning Team 7.1, Analysis of Current Job Postings for Librarians with Collection Development Responsibilities

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SUMMARY AND BACKGROUND:

As you know, Next Generation Technical Services (NGTS) is an initiative developed by the University Librarians and SOPAG to redesign technical services workflows across the full range of library formats in order to take advantage of new system-wide capabilities and tools, minimize redundant activities, improve efficiency, and foster innovation in collection development and management to the benefit of UC library users.

The Power of Three groups have been empowered to form short-term groups charged with conducting pilot projects or other specific, well-defined tasks that will assist the POT in completing the deliverables outlined in its charge. Composition of the Lightning Teams will depend on the scope of the task. The POT can tap any appropriate experts from within the UC system with consideration of UC location/geography, campus size and decision-making authority.

You have been selected to serve on a POT 7 Lightning Team to gather a sample of 2011-12 job postings for librarians whose responsibilities include collection development and analyze those postings to determine what other responsibilities the librarians may have and what qualifications are listed as required and desirable. Also, it is important to recognize that within UC it is unusual to have an individual whose sole responsibility is collection development. It is more likely that collection development is one of several job duties performed by librarians.

Your convener will be Dana Peterman. Anita Colby will be your POT 7 liaison to facilitate communication and filter questions and concerns. The details of the tasks and the charges may change, and new tasks may arise that need to be addressed.

CHARGE:

For this team, the project tasks identified so far are listed below with target completion dates.

1. Determine whether ARL has an archive of librarian job postings that can be accessed.
    a. If no, request recent and current job postings from the HR directors at a sample of ARL member libraries.

1. Request recent job postings from all UC library HR departments.

1. Ask UC Bibliographer Group chairs to ask members to forward interesting or unusual relevant job descriptions that they may have seen recently

1. Analyze the job postings to determine:
    a. The scope of the position's collection development responsibilities
    b. Additional responsibilities of the position
    c. Required qualifications related to collection development
    d. Desired qualification related to collection development

1. Report findings, including trends and patterns, that can help Lightning Team #2 proceed in its efforts to develop a list of SKAs for a UC subject specialist/curator.

EXPECTED DELIVERABLES:

- Semantic analysis of job postings to identify like responsibilities and skills, regardless of language used
- A spreadsheet showing responsibilities, required qualifications, and desired qualifications and their occurrence within the sample.

REPORTING:

Submit monthly status reports by posting to the NGTS wiki. Format based on existing reports.

TIMEFRAME AND TARGET DATES

May 15, 2012 – Start work

June 15, 2012 – Submit analysis to POT 7 for review and approval (POT 7 presents to NGTS MT and CDC for next steps)

REVISED 5/9/2012