**Stella R. Candidate**

**Statement of Assignment**

The Head of Acquisitions’ primary assignment is to plan, coordinate and supervise all acquisitions procedures (verifying, ordering, receiving and paying) for all monographs, serials, electronic databases and other library materials in all formats for the University Libraries in support of the mission, goals and objectives of Carnegie Mellon. To carry out this assignment, responsibilities include:

- Monitoring and reporting the status of library materials funds and the activities in accounts payable, including changes in the university accounting system that affect Acquisitions operations.
- Managing the approval plan and standing orders for library materials.
- Serving as contact for library materials vendors.
- Monitoring the effectiveness of library materials vendors and approval plans.
- Managing the Acquisitions and Serials modules of the integrated library management system (Sirsi Unicorn).
- Supervising the receipt of gift materials.
- Supervising the operation of deliveries within the Libraries, including USPS mail and commercial carriers.
- Developing the Libraries’ collections of inter-disciplinary material and leisure reading, including monographs and serials.

Fulfilling administrative obligations engages the Head of Acquisitions in:

- Recruiting, training, supervising and evaluating the Serials Librarian, 8.5 paraprofessionals and 2.5 FTE students.
- Working with the Office of the Provost on database licenses, assisting the Associate Dean of University Libraries for Collection and User Services in allocating the materials budgets, and communicating with the Libraries’ development officer and liaison librarians regarding acquisitions procedures, collection development and endowments, gifts and materials budgets in specific academic disciplines.
- Coordinating and reporting problems discovered in using or testing new versions of the Acquisitions and Serials modules of Sirsi Unicorn. Working with Library Information Technology staff and Sirsi to resolve these problems.
- Advising appropriate library administrators and faculty of acquisitions procedures. In addition, the Head of Acquisitions is expected to participate in library governance by serving on the Libraries Council, to serve on other library and university committees, and to devote time to research, scholarly activity and service to the university, the public and the profession.