



# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Collection Management Librarian

### National Library, Collection Services

Collection Services is responsible for acquiring and describing the published collections of the National Library of New Zealand including the Alexander Turnbull Library. The collections are built through legal deposit, purchase and donation. Collection Services also provides the following services to authors and publishers: Legal Deposit; Cataloguing-in-Publication; International Standard Numbers and Public Lending Right for New Zealand Authors.

The **Collection Management Librarian** is responsible for assisting with acquisition functions, which includes identifying and acquiring material for the Library's collections.

- **Reporting to one of the following:**
  - Team Leader, Collection Development (Acquisitions)
  - Team Leader, Collection Development (Legal Deposit)

**Location:** Wellington

**Salary range:** Delivery, Band E

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### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

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### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other

#### We take pride in what we do

- Make a positive difference
- Strive for excellence

## **Working effectively with Māori**

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say and or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p><b>Technical functions</b></p> <ul style="list-style-type: none"> <li>○ Acquire material by legal deposit, purchase or donation in all formats</li> <li>○ Check bibliographical sources to identify new items for acquisition</li> <li>○ Support the ISBN/ISMN service</li> <li>○ Create, maintain and review acquisition records</li> </ul>	<ul style="list-style-type: none"> <li>• Publications are acquired in all appropriate formats</li> <li>• Digital publications are accurately uploaded to the National Digital Heritage Archive (NDHA)</li> <li>• Sound decisions are made in selecting, acquiring and evaluating print and digital resources</li> <li>• Records are created and maintained to document the acquisitions process</li> <li>• ISBNs are issued in a timely manner</li> <li>• Accurate records are kept in bibliographic and ISBN databases</li> <li>• Appropriate communication with publishers and other stakeholders</li> </ul>
<p><b>Capability</b></p> <ul style="list-style-type: none"> <li>○ Keep up to date with professional and technical developments, be willing to contribute to their implementation as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Acquisitions processes are fit for purpose in a changing technical and publishing landscape</li> </ul>
<p><b>Continuous improvement</b></p> <ul style="list-style-type: none"> <li>○ Contribute to the development and maintenance of procedures, including documenting these</li> <li>○ Contribute to team planning</li> <li>○ Contribute to projects as required</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities for enhancing the team efficiency and effectiveness are identified and implemented</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Collection Services Staff	✓	✓	✓	✓		✓
	National Library managers and staff	✓	✓		✓		✓
	Other DIA staff		✓		✓		✓
External	Clients of the National Library both in New Zealand and overseas	✓			✓		✓
	Vendors	✓			✓		✓
	Publishers and Authors	✓			✓		✓
	New Zealand Libraries	✓	✓		✓		✓

### Your delegations

Human Resources and financial delegations	Level Z
Direct reports	N/A

### Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Valued Contributor](#)

#### Keys to Success:

- Customer focus
- Continuous improvement
- Teamwork and peer relationships
- Action oriented
- Self-development and learning
- Functional and technical skills

### What you will bring specifically

#### Experience:

- Experience or interest in providing acquisitions services
- Experience or interest in acquiring and archiving digital publications

#### Skills:

- Excellent communication skills, written and oral
- Work both independently and as part of a team

#### Knowledge:

- Basic knowledge of library technical services procedures is desirable

#### Other requirements:

- A degree and a recognised library qualification, the minimum being the Level 5 Diploma in Information and Library Studies from the Open Polytechnic of New Zealand,  
OR
- Professional Registration through LIANZA  
OR
- An equivalent combination of qualifications, training and experience approved by the Director of Content Services.

Your success profile for this role	What you will bring specifically