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## Collection Development Librarian Resume

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### Job Objective

To become a part of your team and serve as Collection Development Librarian.

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### Highlights of Qualifications:

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- Hands-on experience in acquisition, collection development and access of library information resources
  - Immense knowledge of library practices and collection development policies
  - Extensive knowledge of library cataloging procedures and collection analysis practices
  - Familiarity with using automated acquisitions system, MS Office and internet
  - Ability to review, acquire and maintain library resources in all formats
  - Ability to interact with staff, patrons, and vendors in a professional manner
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### Professional Experience:

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Collection Development Librarian  
The Chicago School of Professional Psychology  
August 2012 – Present

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### Responsibilities:

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- Developed and maintained collection of print-based and electronic resources for library.
- Created, implemented and revised collection development policies of library.
- Promoted library collections and resolved various collection-related issues.
- Interpreted and explained library related policies to patrons, as needed.
- Answered queries of patrons and provided reference services, as requested.
- Attended various staff meetings and participated in professional development activities.

Collection Development Librarian  
Federal Reserve Board of Governors  
May 2009 – July 2012

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### Responsibilities:

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- Procured, catalogued, maintained and evaluated library resource materials.
  - Supervised and evaluated collection development and acquisition activities.
  - Monitored, controlled and documented expenditure related to collection development.
  - Developed, implemented and communicated collection development policy and guidelines.
  - Identified, assessed and utilized new collection development tools, efficiently.
  - Developed and maintained positive business relationships with vendors.
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### Education:

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Master's Degree in Library and Information Management  
Eastern Washington University, Cheney, WA

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