**Supplemental Information Sheet**

**Collection Management Administrator**

Name: Date Completed:

1. Do you have at least three years of experience as a professional librarian, including at least one year of collection development and ILS work?

YES  NO

If yes, describe the positions you held to account for this experience. (Box will expand.)

1. Do you have experience demonstrating or training others, including staff, volunteers, and the public on collection development topics?

YES  NO   
If yes, please describe your experience including what electronic tools or resources you used to support training and information sharing.

1. Do you have experience selecting adult and children’s materials for public library customers?

YES  NO   
If yes, describe your experience, including positions you held to account for the experience, approximate size of your budget, and the steps you took to track the budget.

1. Do you have experience selecting and purchasing e-books, e-audiobooks, databases, and other electronic media?

YES  NO   
If yes, describe your experience,

1. Do you have experience using TS360 (B&T) or any other software used to select and order library materials?

YES  NO   
If yes, describe your experience and the number of years using the software.

1. Do you have experience with original and copy cataloging?

YES  NO   
If yes, please describe.

1. Do you have experience troubleshooting and using the backend of an ILS to configure policies?

YES  NO   
If yes, please describe.

**Thank you!**

**Please save your form and then upload it** [**here**](https://buckslib.wufoo.com/forms/z19t5ddt17c6n71/)**.**