

Structural Definitions (working draft)

[Please refer to the Dean Russell's proposed structure of 3/7/2008]

Dean of Libraries serves as the Chief Knowledge Officer of the UF Libraries with responsibility for ensuring that the organization maximizes its returns on investment in knowledge (people, processes and intellectual capital), exploits its tangible assets (know-how, customer relationships, services, products), shares best practices, and creates innovative marriages of technology and information management in furtherance of the University mission and the Libraries' enterprise vision. 40% of time spent in external developments.

Sr. Associate Dean understands the work behind the Libraries' core operations and manages its day-to-day affairs with a focus on operations improvements. This individual is also responsible for coordinating all aspects of collection development and for the collaborative development of user-based reference and research services related to these collections. Initially, the Associate Dean, Technology & Support Services will report to the Sr. Associate Dean who has the needed familiarity with campus functioning to successfully mentor a new library administrator.

Reporting Units:

- **Associate Dean, Technology & Support Services** reports to this individual
- All branch libraries including the newly formed Humanities and Social Sciences Library (West) and all of the collection units report to this individual
- Represents the merger of Public Services and Collections Divisions.

Division of Technology & Support Services

Associate Dean, Technology & Support Services is responsible for overseeing the technical staff and operations at the Libraries. Units in this division are involved in resource acquisition/accession, description, and deployment and with the creation of new resources and services based on technologies.

Existing Reporting Units:

- Acquisitions (now includes CM support)
- Preservation & Conservation
- Metadata/Cataloging
- Access Support
- IT (incl. Information Commons support)
- Represents mainly the merger of Technology Services and Support Services Divisions

New Reporting Units:

- Digital Services includes all digital collection building, rights management services including Open Access, institutional repository, and digital imaging.
- Facilities is included in this division because of the increasing awareness that electronic information technologies dictate the security access, design and layout of library spaces.

Administrative Services

Human Resources and Business Services

Fiscal and personnel accountability rest directly with the Dean and direct lines of communication are dictated. The Director of Administrative Services is headed by an individual who is knowledgeable about best practices within the field of personnel management, and who advises on and implements policies relating to the effective use of personnel within the library, as part of the University of Florida. In the future, this unit will be intimately involved in helping to achieve the right balance of staff in terms of skills and experience including identifying and/or providing appropriate training of existing staff and developing critical competencies to permit the library to achieve strategic goals. This unit is responsible for managing the financial planning and record-keeping of the Libraries, as well as financial reporting to higher

management. It is also responsible for determining the viability of creating an e-business presence for the library. Administrative Services support of shared governance includes but is not limited to participation in joint faculty and administration committees as well as assisting with the tenure process.

Emerging Technologies includes web services; social applications; course integration; and usability studies and metrics. With the purchase of Library Guides, the creation of Virtual Libraries can be completed by any subject specialist.