POSITION VACANCY ANNOUNCEMENT

POSITION: Gifts & Exchange Liaison – Library Assistant 3 (part-time)

DEPARTMENT: Acquisitions and Collections Services

REPORTS TO: Accounting Manager

SALARY: Minimum $15.77 hourly. Actual rate will reflect experience and credentials

REQUISITION #: 513799

DEADLINE DATE: March 27, 2020 - applications will be reviewed as received

PLEASE NOTE: This is a part-time position, 20 hours per week

JOB SUMMARY
The Gifts & Exchange (G&E) Liaison is a member of the Accounting & Serials (A&S) Unit of the Acquisitions & Collections Services Department of the George A. Smathers Libraries at the University of Florida. This position reports to the A&S Unit Manager and is responsible for the coordination and operations of the Libraries’ G&E programs. This position liaises with the Libraries’ Development Office, subject librarians, and other library personnel to coordinate potential gifts of donated materials, often communicating directly with donors. This position is responsible for the pickup or receipt of gift materials from donors; processing and staging gifts for selector review; routing selected materials for cataloging; and handling the disposition of unselected gift materials, including online sales, consignment with a commercial bookseller, or recycling. Responsibilities associated with the Exchange Program include corresponding with exchange partners; maintaining and enhancing a database of exchange partners and serial titles; and ordering and shipping exchange serial titles to partners. The G&E Liaison trains and supervises the work of student assistants assigned to the G&E programs and maintains statistical counts and metrics to support the assessment of the G&E programs.

The library encourages staff participation in reaching management decisions and consequently the Gifts & Exchange will serve on various committees and teams. To support all students and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES
Liaising & Customer Service
• Serves as a liaison to and collaborates with the Smathers Libraries’ Development Office, subject librarians, catalogers, and other library personnel on all G&E related issues
• Independently and collaboratively communicates with existing and prospective gift material donors and exchange partners regarding the G&E programs
• Facilitates communication and coordination amongst internal and external stakeholders regarding gift and exchange material workflows
• Develops and maintains expert level knowledge of the Libraries G&E programs and associated tools, workflows, processes, policies, and procedures
• Uses critical thinking to monitor, troubleshoot, problem solve, and/or route communication of issues and inquiries among internal and external stakeholders
• Coordinates workflow and searching standards with cataloging staff

Gifts Programs Coordination
• Facilitates the receipt, storage, processing, disposition, and acknowledgement of G&E materials
• Plans, coordinates, and executes material gift pickups, including the transportation (via library van), packing materials, packing, loading, and unloading to campus, local, and state-wide sites
• Assists with arrangements for shipping of gifts materials to the Libraries
• Maintains and tracks gift inventories, receipts, and donor correspondence necessary for the Development Office to produce donor acknowledgement
• Follows established policies to evaluate potential gift material donations for either acceptance for pick-up and processing or further review by a subject librarian
• Coordinates the in-house processing and review of accepted gift materials, including bibliographic searching, inventory creation, storage, staging, and routing
• Collaborates with the Development Office, subject librarians, and cataloging staff, and department leadership to determine donation-specific requirements for searching, processing, or disposition outside of the standard workflows, such as bookplates or other special arrangements
• Coordinates disposition of unselected gift materials and evaluates materials for either online sale, consignment with a third-party seller, or recycling
• Coordinates online sales on third-party website including listing of appropriate materials, responding to customer orders and inquiries, packaging and shipping world-wide, order tracking, and inventory updates.
• Coordinates with staff in the Accounting & Serials Unit and the Libraries’ Fiscal Services office to record and route sales receipts and checks
• Coordinates offsite storage of gifted materials with Shared Collections staff
• Coordinates with Serials Liaison on gift serial subscriptions, including maintaining vendor/donor information and order records

Projects & Workflows
• Oversees daily operations of the G&E programs
• Trains student assistants in basic and advanced bibliographic searching; directs student assistants to perform tasks involved in processing gift and exchange materials
• Monitors workflow and process efficiency to ensure accuracy and completion and identifies and reports issues to supervisor
• Provides input and assists department managers in the design of new workflows, processes, policies, and procedures
• Serves as a team member for unit or department projects, assisting with project design and implementation as appropriate or as assigned
• Creates and maintains documentation of G&E procedures
• Records and maintains statistics and metrics relevant to the G&E programs

Exchange Program Coordination
• Corresponds with existing and potential exchange partners to promote and negotiate exchange agreements and arrangements
• Creates and updates mailing lists and ensures distribution of monograph and serials publications to exchange partners across the world
• Performs complex bibliographic searching and verification
• Creates and maintains order records, vendor/partner information, and reviews/updates receipt records
• Maintains and enhances information and reports in the Exchange Program’s database of exchange partners and serial titles
• Arranges for the necessary packing and shipping of exchange titles
• Processes invoices for exchange materials

Other Duties
• Provides one-on-one or small group training and assistance to colleagues on processes in which the incumbent has expert level knowledge
• Seeks out and participates in trainings, classes, or other professional development opportunities offered by the Libraries, the University, or consortial partners to improve skills or enhance knowledge
• Provides service to the Libraries or University, as appropriate or as assigned
• Performs other duties as assigned

QUALIFICATIONS
Required:
High School diploma or equivalent and four years of library or related clerical/customer service experience; or a bachelor’s degree and one year of library or related clerical/customer service experience.

Preferred:
• Customer service experience
• Ability to understand and follow policies and procedures
• Ability to communicate effectively and congenially
• Ability to work independently and collaboratively
• Ability to adapt quickly to changing priorities
• Ability to work within deadlines and achieve goals
• High level of attention to detail
• Experience with Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
• Experience navigating and utilizing web-based resources (websites, databases, ordering systems, etc…)
• Experience working in a public or academic library
• Experience with or knowledge of library acquisitions practices and/or with gift donations and donors
• Experience with Integrated Library Systems (ILS), preferably Aleph or other Ex Libris products
• Experience working in or knowledge of the used book market
• Experience in documenting and maintaining procedures

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6
The UF Libraries have built a number of **nationally significant research collections**, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The **library staff** consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at [http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom](http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom).

**ACQUISITIONS AND COLLECTIONS SERVICES**

The primary mission of the Acquisitions and Collections Services Department is to efficiently acquire resources and materials in a wide range of formats to meet the Strategic Directions and mission of the Smathers Libraries in supporting the academic and professional programs of the University of Florida. The department is divided into three units (Collections Support; Accounting & Serials; and Electronic Resources) and one program (Gifts & Exchange). Each area of operation is expertly staffed and dedicated to a specific set of responsibilities. The units function as a team to perform workflow and implement a variety of initiatives. Most notable daily responsibilities of the Acquisitions and Collections Services Department include allocating, encumbering, and expending a twelve million dollar materials budget; implementing and tracking vendors, invoices, order records, and payments; managing license agreements for e-journals, databases, and a multitude of resources; ensuring all electronic resources are discoverable; project management including projects that traverse other departments; handling subscriptions for thousands of print/online serials and standing orders; overseeing several large approval/slip plans and firm ordering for print and e-books from booksellers and publishers across the world; and being the principal department for batch-loading thousands of vendor, publisher and OCLC bibliographic records into the library catalog.

**COMMUNITY**

Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The *Guide to Greater Gainesville* combines award winning photography and compelling articles that capture all of the reasons for calling Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

**BENEFITS**

Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called **ALEX** to help employees and prospective employees review benefit choices at UF.

**APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in and qualifications for this position
• your current resume or CV
• a list of three references including their contact information (telephone number and email address)

Apply by March 27, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 513799 Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.

AFFIRMATIVE ACTION/EEO
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://hr.ufl.edu/data-card/. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.