POSITION VACANCY ANNOUNCEMENT

POSITION: Chair, Digital Services and Shared Collections

RANK: Associate University Librarian or University Librarian

REPORTS TO: Associate Dean, Technology and Support Services

SALARY: Actual salary will reflect selected professional’s experience and credentials. Minimum salary at the Chair and Associate University Librarian rank is $75,000 (inclusive of administrative stipend). Minimum salary at the Chair and University Librarian rank is $85,000 (inclusive of administrative stipend).

REQUISITION #: 0807443

DEADLINE DATE: April 18, 2011 - Applications will be reviewed as received. Preference is for the selected individual to report for duty no later than July 1, 2011

Please note that this posting has specific instructions for the submission of application materials - see our website at: [http://web.uflib.ufl.edu/pers/careers.htm](http://web.uflib.ufl.edu/pers/careers.htm) or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

This position is new to the University of Florida Libraries with a two-tier set of responsibilities. The successful candidate will oversee the Digital Services, currently located in Smathers Library ([http://www.digital.uflib.ufl.edu/](http://www.digital.uflib.ufl.edu/)). In addition, this individual will manage the new off-campus complex that is the future home of Digital Services as well as Shared Print Collections.

A new High Density Storage Facility ([http://www.uflib.ufl.edu/pio/shared_storage_facility.html](http://www.uflib.ufl.edu/pio/shared_storage_facility.html)) is being constructed adjacent to the Libraries existing off-campus Auxiliary Library Facility (ALF) as a shared repository for print materials from academic libraries throughout the state. As part of the construction project, the existing ALF building will be renovated and repurposed to serve as the processing space for the shared collection. It will also house the digitization, preservation and conservation operations currently located on the University of Florida campus and provide additional storage for portions of the UF library and archival collections.
JOB SUMMARY:
Chair, Digital Services and Shared Collections, is responsible for internal and outsourced digitization, and plays a key role in the coordination of preservation and access to digital and shared print academic library collections in Florida. The Chair will be responsible for adopting a business model approach, designing efficient and productive workflows, and for effectively communicating vision and goals to donors, partners, and a variety of other internal and external constituents and partners. A major component of the role is to promote organized collaboration between internal and outsourced digital services, preservation/conservation of all Smathers Libraries collections as well as the shared print collection, and processing for the storage and retrieval of shared print collections.

Upon appointment, the Chair will lead the Digital Library Center (DLC) and related digital services including the Institutional Repository (IR), as well as having reporting responsibilities for Preservation and Shared Collections Processing. The Chair will also participate in the planning for the new complex and the Shared Collections. Initial partners for the Shared Collections include all of the State University Libraries (SUL) and at least one private university in Florida. After the completion of the new complex (anticipated in 2013-2014), the Digital Services and Preservation units will relocate from Smathers Library to the renovated facility and the chair will assume responsibility for managing the complex.

As a prominent partner in national and state cooperative ventures, the Chair will negotiate agreements, manage business operations and identify ways to actively market and promote the collections and services. This will require collaboration with subject specialists, curators and other library staff, as well as patrons, external constituents and not-for-profit, commercial, and academic partners.

RESPONSIBILITIES:
UF Responsibilities

- Provides a strategic vision for the Smathers Libraries Digital Services, Preservation, and Shared Collections Processing units, establishing long-term goals and departmental priorities. Partners with key stakeholders and plans accordingly for future innovation and direction.
- Collaborates with the Libraries’ Advisory Group for Research Services and Scholarly Resources on projects of shared interest across the libraries and for the mutual benefit and support of digital and print collection management.
- Coordinates staffing and operation of the new complex. Trains, manages, and directs staff within Digital Services.
- Manages and coordinates complex working relationships and communication between Digital Services, Preservation, and Shared Collections Processing units.
- Develops appropriate staffing and workflows for multipurpose and full scale preparation, access and preservation of print and digital materials.
- Provides statistical data and reports, particularly capacity and business-model documentation, with an emphasis on productivity and operational efficiencies.
- Ensures functionality for the Institutional Repository (IR) through the oversight of personnel who provide programming and customer service support for the IR.
- Works closely with the Libraries' Development Office and other academic units to support fundraising, donor relations and grant activities.
- Actively participates in the cooperative management of the Libraries through service on the Library Council (library deans/administration, department chairs and unit heads), and other library consultative bodies.
- Contributes to the libraries, university, and the profession through substantive involvement in research, publishing, and participation in professional development/organizations.
- Represents the library in appropriate university, local, state, regional, and national bodies.

**Statewide Responsibilities associated with the Shared Collections and High Density Facility**

- Facilitates and coordinates communication between all entities/partners.
- Budgets and documents costs and resource use.
- Serves as liaison to committees and taskforces.
- Keeps abreast of trends and innovations in operation and management of Shared Collections.

**QUALIFICATIONS:**

**Required:**

1. ALA accredited master’s degree in library or information science or with the equivalent relevant advanced degrees and experience.
2. Appointment at the Associate Librarian rank requires a minimum of 7 years and appointment at the University Librarian rank requires 12 or more year’s relevant experience.
3. Minimum of 5 years of progressively responsible experience related to the management of digital and print collections particularly highlighting digital preservation and access.
4. Evidence of strong project management experience including the ability to establish work standards, quality control and statistical analysis.
5. Demonstrated success in managing people, workflow efficiencies, and in responding in a timely manner to requests for documentation.
7. Knowledgeable regarding preservation, storage, and access.
8. Broad knowledge of new access technologies and the integration of these into best library practices and outcomes.
9. Demonstrated commitment to user-oriented services, including a broad knowledge of technical platforms, particularly those based upon Open Source technologies.
10. Superior communication, interpersonal, and presentation skills, and the ability to explain complex issues in concise terms to a broad range of constituents.
11. Ability to build and sustain partnerships and work collaboratively with internal and external groups, collate feedback and develop consensus amongst a variety of constituents and departments.
12. Strong potential for meeting the requirements of tenure and promotion.
Preferred:

1. Experience with complex organizational planning.
2. Expertise in the migration and access to digital collections.
3. Expertise in remote-site print collections and the current and future trends regarding the storage of collections.
4. Grant writing and grant management experience.
5. Experience in fundraising and donor relations.

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. UF has a long history of established programs in international education, research and service. 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.

The George A. Smathers Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at: http://www.uflib.ufl.edu/backpage.html. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

DIGITAL SERVICES (DIGITAL LIBRARY CENTER)

The Digital Library Center (DLC) is among the largest capacity digitization facilities in the southeastern United States. The DLC develops, manages, and publishes digital content from curatorial collections, in support of academic programs, organizes conversion and ingest capabilities, facilitates awareness and coordinates instruction in scholarly use and development of digital technologies and their application to collection and publishing services.

The University of Florida Digital Collections (UFDC) is the set of digital collections hosted by UF, including the Digital Library of the Caribbean and the Caribbean Newspaper Digital Library (both are international collaboratives) as well as the State-wide Florida Digital Newspaper Library.

With rare children's literature books, unique manuscripts and letters, antique maps, museum objects, herbarium specimens, photographs, oral histories, architectural drawings, recordings of speeches and songs, videos of performances, and more, the UFDC offers many resources for research and discovery from anywhere in the world. Over two hundred versions of Robinson Crusoe; over a million pages of Florida and Caribbean newspapers; and, over 6,000 photographs from the University of Florida Archives are significant in that they are co-located, have a browse capability, and are cross-referenced and searchable sets. For more information about the DLC and the UFDC, please visit http://www.digital.uflib.ufl.edu/.
PRESERVATION/CONSERVATION
Established in 1987, the Preservation/Conservation Department is responsible for the maintenance and repair of both analog and digital archival and library materials, keeping them maintained for use using commercial library binding and a full service Conservation Lab. The unit is responsible for over 20,000 reels of print master microfilm reels housed in environmentally correct storage and fulfills request for sales and interlibrary loan of these items. The Department plays a large support role in disaster recovery and environmental control for the collections.

The Conservation Unit is responsible for the physical condition of the collections of the University libraries. Services include repair and restoration, rebinding, deacidification, encapsulation, construction of protective enclosures, and environmental monitoring. The unit also serves as a resource for the University and the general public for questions relating to the conservation of books, paper, and photographic materials.

Processing and preparation of materials for the High Density Facility will be coordinated by the Head, Preservation/Conservation. Supervision of daily workflow for the HDF will be monitored, and the Director of the Center will be assisted, with statewide discussions by the Head, Preservation/Conservation.

HIGH DENSITY FACILITY:
In October of 2007, the Board of Governors of the Florida State University System (SUS) approved a request to build a High Density Facility at the University of Florida to provide access to the shared research collection for the SUS libraries. The plan called for a high density “Harvard” model storage facility with a capacity of 3 million print volumes. The Facility will have 35 foot high ceilings and use static shelving. Trays containing the materials will be placed on shelves and retrieved by staff using a mobile, electric lift.

The University of Florida Libraries have a medium density Auxiliary Library Facility (ALF) located four miles from the main campus. The new Facility will be built adjacent to ALF. The existing ALF building will be renovated and repurposed. It will serve as the processing space for placing materials into high density and retrieving them. It will also house the digitization, preservation and conservation operations currently located on the University of Florida campus. These operations will continue to support the UF Libraries as well as the collections in the High Density Facility. Some space will be reserved for UF Archives and Special Collections not suitable for the High Density area. Access to materials will be available by appointment in an onsite reading room, but the primary means of access will be through unmediated borrowing by the SUS and interlibrary loan.

COMMUNITY:
Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the “Best Place to Live and Work” by Frommer’s Cities Ranked and Rated and as one of the “Best Places to Live and Play” by National Geographic Adventure. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the following link:
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.

**BENEFITS:**
Twenty-six vacation days, nine paid holidays, and thirteen sick leave days annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment at UF available at http://www.hr.ufl.edu/training/neo/default.asp.

**APPLICATION PROCESS:**
The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. 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://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Please note that due to the tenure accruing nature of this faculty position, only applicants with current permanent eligibility for employment in the United States will be considered.

Please submit application materials via e-mail. Send, as attachments (MS-Word format preferred), a cover letter detailing your interest in and qualifications for this position; a written statement discussing the impact of mass digitization initiatives on collection management (250 words); your current resume and a list of three references. Include address, telephone and email information for references. Apply by April 18, 2011 (applications will be reviewed as received). Send all required application materials to Bonnie J. Smith, Smathers Libraries Human Resources Office, at: bonniesmith@ufl.edu.