

POSITION VACANCY ANNOUNCEMENT

POSITION: Head, Access and Resource Sharing
RANK: Assistant-In or Associate-In
REPORTS TO: Dean of University Libraries
SALARY: Minimum Salary \$53,920 at the Assistant-In Libraries rank, inclusive of administrative stipend
Minimum Salary \$61,738 at the Associate-In Libraries, inclusive of administrative stipend
Actual salary will reflect selected professional's experience and credentials
REQUISITION #: 505613
DEADLINE DATE: January 4, 2018. Applications will be reviewed as received.

Please note the specific instructions to submit application materials on our website at <http://web.uflib.ufl.edu/pers/careers.htm> and in the APPLICATION PROCESS section below. Failure to include all required documents may result in your application being disqualified.

JOB SUMMARY

The George A. Smathers Libraries, University of Florida, seeks a collaborative, innovative and user-oriented librarian to lead the Access and Resource Sharing Department. The Head of Access and Resource Sharing Department is a key member of the Libraries' leadership team. The Head supports the teaching and research goals of University of Florida faculty, students, and staff, by facilitating access to resources in circulating collections, and through interlibrary loan and document delivery services, print and electronic course reserves, and consortial resource sharing partnerships.

Reporting to the Dean of University Libraries, the Head of the Access and Resource Sharing Department is a year-around (12 month) non-tenure track library faculty position that provides leadership, strategic vision and direction for establishing circulation and resource sharing policies and procedures. The Head leads the department in the development, coordination, and training for effective customer service competencies that advance user access to information resources.

The Head has direct responsibility for fostering and standardizing policies and procedures related to circulation, borrowing privileges, interlibrary loan, document delivery, and course reserves in the Smathers Libraries. The position leads the implementation of services that promote access to information resources and cultivating user experience. In this role, the Head collaborates with library colleagues to support collection building and resource access through patron driven acquisitions enterprises as well as coordinates the Libraries' involvement in various national and regional consortia resource sharing programs.

The Libraries encourage staff participation in reaching management decisions and consequently the Head of Access and Resources Sharing serves on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the Head is expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities. The Head of Access and Resource Sharing is expected to pursue professional development opportunities, including research, publication, and professional service activities.

RESPONSIBILITIES

- Leads access and resource sharing services operations by coordinating with access services staff throughout the Libraries, overseeing the efforts of the Libraries-wide [Access and Resource Sharing \(ARS\) Committee](#) to standardize customer service techniques and practices that focus on the users' experience. Plays an essential role in guiding training for updates, new features, and current versions of the library management system and supporting systems for circulation, resource sharing, and course reserves operations.
- Directs the work of the units comprising the department of 10 FTE staff, including evaluating the department's operational effectiveness through periodic reports, annual performance evaluations, staff development, and mechanisms for continual feedback from all staff who work with Access and Resource Sharing Department.
- Guides efforts by the department and the ARS Committee in developing service programs and creating training modules for circulation, resource sharing, and course reserves; coordinates departmental and ILS Implementation team efforts in the deployment and documentation of, and training for the Sierra ILS.
- Coordinates and documents the Libraries access and resource sharing directives for identity management, borrowing privileges, course reserves, interlibrary loan, document delivery, and copyright permissions for on-campus and distance users.
- Fosters a collaborative approach to achieving the Libraries and department goals; establishes policies and procedures to increase access of information resources within the libraries or from other sources.
- Maintains broad knowledge of usability methodology and basic assessment to evaluate trends in users' behaviors, expectations, and needs.
- Coordinates agreements with national, state and, regional consortia for resource sharing partnerships to expand access of resources for University of Florida library users; promotes new technologies and innovative approaches to user services making their library experience as efficient and seamless as possible.
- Liaises with the University of Florida Distance & Continuing Education Office, to assess patron and instructor needs in this critical area and to guide library efforts to meet these needs. Maintains active involvement in appropriate professional national, regional, and state organizations.
- Performs scholarly research and provides service at the institutional and professional levels as related to assignment.

QUALIFICATIONS

Required:

- ALA-accredited MLS or equivalent advanced degree in a relevant information field.
- Appointment at the Assistant-In Libraries rank requires a minimum of 2 years of relevant experience.
- Appointment at the Associate-In Libraries rank requires a minimum of 8 years of relevant experience.
- Demonstrated knowledge of managing and integrating access and resource sharing operations in a complex consortia-based ILS.
- Expertise with interlibrary loan and academic course management systems.
- Experience using metrics to assess effectiveness of operations and user experience.
- Demonstrated leadership role in an academic or other research environment.
- Experience supervising and evidence of fostering staff professional development and growth.

- Demonstrated persuasive written, oral, and interpersonal communication skills, including ability to work collegially and collaboratively with diverse groups.
- Strong potential for delivering upon the expectations for a non-tenure track library faculty member, including service and scholarship (outlined at <http://www.uflib.ufl.edu/pers/cdh>).
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service, and other work.

Preferred:

- Strong management portfolio for leading change and applying user experience methodology.
- Familiarity with patron driven collection building programs that integrate interlibrary loan workflows with acquisitions activities.
- Experience working with systems such as ILLiad, Ares, ALEPH, Sierra and Canvas.
- Experience working in an environment that engages in user experience initiatives.
- Record reflecting substantive scholarship and research.

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 was ranked 9th among public universities in Forbes' "America's Best Employers 2015" and 9th among "Top Public Schools" in U.S. News and World in 2017. 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 of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the [George A. Smathers Libraries](#) at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 5.45 million print volumes, 8,100,000 microfilms, 1.25 million e-books, over 152,000 full-text electronic journals, over 1100 electronic databases, 1.26 million documents and 1.35 million maps and images.

The UF Libraries have built several nationally significant research collections, including the Latin American and Caribbean, Judaica, Florida History, Children's Literature, and Map and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at <http://www.uflib.ufl.edu/orgchart.pdf>.

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>.

ACCESS AND RESOURCE SHARING DEPARTMENT

The [Access and Resource Sharing Department](#) supports the academic programs of the University by providing leadership in the development, coordination, and promotion of services that ease user access to information resources. The department serves as the central point for distribution and clarification of access and circulation policies and procedures for library user services. Access and Resource Sharing expedites

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scholarly research within the academic community by lending and borrowing resources through interlibrary loans, by supporting distance learners research needs through document delivery services, and by promoting patron driven services through [Uborrow](#) and Books on Demand. Course Reserves make available print and electronic resources selected by faculty to support specified courses for student study. In addition, the department personnel instruct students, faculty, and staff in copyright compliance and obtain copyright permissions for course reserve and interlibrary loan materials.

COMMUNITY

Gainesville, Florida and the surrounding community are home to approximately 257,000 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 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. 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 [Gainesville Awards and Recognition](#) link. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Greater 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/>. 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 1) a cover letter detailing your interest in and qualifications for this position; 2) a written statement regarding ‘*Facilitating collaboration between campus, consortial, and other external partners to manage and integrate access and resource sharing*’ (fewer than 500 words); 3) your current resume or CV; and 4) a list of three references including their contact information (address, telephone number, and email). Apply by January 4, 2018 - applications will be reviewed as received. Submit all application materials through the Jobs at UF online application system <http://explore.jobs.ufl.edu/cw/en-us/job/505613/>. 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 Bonnie Smith, George A. Smathers Libraries Human Resources Office, at bonniesmith@ufl.edu.

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at <http://www.naces.org/>.

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://www.hr.ufl.edu/job/datacard.htm>. 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.