POSITION VACANCY ANNOUNCEMENT

POSITION: Access and Resource Sharing Assistant - Library Assistant 2

DEPARTMENT: Access and Resource Sharing

REPORTS TO: Interim Head, Access and Resource Sharing

SALARY: $13.26 hourly; Actual rate will reflect experience and credentials

REQUISITION #: 506976

DEADLINE DATE: April 20, 2018 – applications will be reviewed as received

ATTENTION: During the initial training period regular work hours will be Monday-Friday 8:00AM-5:00PM (40 hours per week); after initial training period, regular work hours will be Sunday-Thursday 10:00AM-7:00PM (40 hours per week).

JOB SUMMARY

This Access and Resource Sharing Department position is primarily responsible for processing hard copy and electronic reserve requests for the Course Reserves unit of the George A. Smathers Libraries. This position also acts as a secondary contact person for issues relating to Distance Learning, copyright clearance, and ordering of materials for course reserves, as well as an initial contact person and resource for questions relating to basic Interlibrary Loan Unit functions.

RESPONSIBILITIES

Processing Hard Copy Reserves Requests
Processes, pages and creates catalog records for hard copy items throughout the semester; submits purchase orders to acquisitions for books not owned by the Smathers Libraries; and updates information on the course reserve system; provides assistance for instructors in placing hard copy materials on course reserves.

Processing Electronic Reserves Requests
Processes, pages and scans articles and book chapters for electronic reserves items; links requests in course reserves to the Smathers Libraries catalog; processes electronic reserve requests throughout the semester; submits ILL requests for items not owned by the Smathers Libraries; reviews electronic reserve materials for adherence to best practices relating to copyrighted materials and seeks clearance from Copyright Clearance Center or publishers when appropriate; provides assistance in using course reserves to Distance Learning and off-campus faculty.

Customer Service and Teamwork & Interpersonal Skills
Stays aware of home department needs and priorities and exercises initiative to be as productive as possible at all times. Assists faculty, staff and patrons in use of the Ares course reserve system via email, telephone.
and in-person consultation. Is aware of best practices in course reserve materials and copyright guidelines, and communicates information to instructors. Communicates effectively and professionally and interacts with colleagues in a positive and respectful manner at all times. Assists customers with inquiries in person, via email, and by phone. Serves on the Library West Circulation Desk as an initial contact person for questions pertaining to course reserves and interlibrary loan requests and procedures.

Support for Course Reserves Coordinator
Monitors course reserve activities in all library branches; works with faculty and staff on copyright issues; acts as supporting liaison to Distance Learning staff and faculty; works with Acquisitions on the purchasing of materials for course reserve use; works with the Course Reserves Coordinator, Canvas and Distance Learning to resolve technical issues related to course reserve materials.

Processing UBorrow Requests
Assists with the processing of incoming and outgoing UBorrow materials; serves as a point of contact for UBorrow issues via phone, email and in person for both UF Library staff and patrons as well as State University Library staff and patrons; assists with UBorrow and other Interlibrary Loan Unit functions as workflow demands.

Cross-Training
Works with Circulation staff members to learn basic Circulation and patron assistance policies and procedures; assisting Circulation staff and patrons as needed.

Other Course Reserves Processing
Assists with ordering of supplies for the Access and Resource Sharing Department; works with other branch library Course Reserve unit workers to ensure prompt provision of services; works with Course Reserves unit coordinator to create and maintain documentation of course reserves procedures.

Other Duties
Stays current in reserves processes and best practices. Attends training that will enhance skills. Assists other Access and Resource Sharing staff members with primary tasks as dictated by workload and staffing. Participates on committees, initiatives, cross-divisional development opportunities such as the circulation point at branch libraries and other service opportunities.

QUALIFICATIONS
Required:
High School diploma or GED and 2 years of library or related clerical / customer service experience; or a Bachelor’s degree.

Preferred:
- Ability to interact pleasantly, effectively and professionally with co-workers and customers
- Excellent organizational skills
- Initiative, flexibility and the ability to adapt to a complex, rapidly changing academic environment
- Attention to detail
- Familiarity with interpreting MARC library records
- Familiarity with ALEPH circulation and cataloging software & records
- Ability to set priorities
- Familiarity with copyright guidelines for course reserve materials
- Ability to learn Interlibrary Loan services, practice and resources
- Ability to analyze procedures and suggest improvements
- Effective verbal and written communication skills
- Ability to work collaboratively to accomplish goals
- Basic computer skills and experience with Microsoft Word and Outlook
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 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 a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps 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 provides leadership in the development, coordination and provision of services that facilitate user access to information resources. Access and Resource Sharing Department serves as the central point for distribution and clarification of policies and procedures for user access services. The unit supports scholarly research within the academic community through interlibrary loans, which include lending scholarly resources to other libraries, borrowing scholarly resources for UF patrons from other libraries, and supporting distance learners research needs through document delivery services; and Course Reserves, which include making available for student study, print and electronic resources selected by faculty for specific course work. Access and Resource Sharing 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 of 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.

**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 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by April 20, 2018 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 506976. If you have questions about the application process please contact Tina Marie Litchfield, 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://www.hr.ufl.edu/job/datacard.htm](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.