POSITION VACANCY ANNOUNCEMENT

POSITION: Curator of the Harold and Mary Jean Hanson Rare Book Collection

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Chair, Special and Area Studies Collections

SALARY: Minimum salary at the Assistant University Librarian rank is $52,252
Minimum salary at the Associate University Librarian rank is $60,436
Salary will reflect the selected professional’s experience and credentials

REQUISITION #: 507863

DEADLINE DATE: August 15, 2018 – applications will be reviewed beginning July 23, 2018

Please note the specific instructions for submission of application materials - see http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below for further details. Failure to submit required documents may result in the application not being considered.

JOB SUMMARY
The Special and Area Studies Collections (SASC) Department at the George A. Smathers Libraries, University of Florida seeks a creative, innovative, and service-oriented individual to develop and manage all aspects of the Harold and Mary Jean Hanson Rare Book Collection. The collection has strengths in natural history, history of science, British and American literature, and other areas of distinction, with several supporting endowments. Its holdings intersect with many of the collections in the department, and especially pre-eminent collections including the Latin American and Caribbean Collection, the Baldwin Library of Historical Children’s Literature, and the Isser and Rae Price Library of Judaica. The Curator provides leadership in an environment that values diversity, collaboration, and excellence. The ideal candidate will have a passion for collection development, and will promote use of the collection through scholarship, classroom instruction, and public outreach. This position is a year-around (12-month), full-time tenure-track library faculty position.

The Libraries encourage staff participation in reaching management decisions and consequently the Rare Book Curator will serve on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the Rare Book Curator will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities and decision making. The Rare Book Curator will pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion.
RESPONSIBILITIES

- Provide leadership by building and managing all aspects of the collection including acquisition, description, policies, and programs, in accordance with best professional practices and the University of Florida's mission and goals
- Develop outreach and instruction activities through exhibits, tours, presentations, and other programs
- Manage endowments and acquire materials from vendors and donors
- Work collaboratively with cataloging, digital services, acquisitions, and other library units
- Expand access to the collection through library tools, such as LibGuides and finding aids
- Facilitate access to the collection in all formats, including patron assistance and reference queries
- Promote the collection through activities such as social media, blogs, and other outlets
- Work in coordination with Libraries administration and the development team to maintain and promote donor relations
- Pursue grant opportunities and manage projects related to the collection
- Participate in appropriate professional organizations on the state, regional, and national levels, and pursue professional development goals, including publication, to meet requirements for tenure and promotion

QUALIFICATIONS

Required:

- Master’s degree in Library or Information Science from an ALA-accredited (or foreign equivalent) program, or other relevant advanced degree
- Appointment at the Associate University Librarian rank requires eight years of relevant professional experience
- Excellent oral and written communication skills in English
- Reading comprehension of one or more languages related to the collection (Greek, Latin, French, Italian, Spanish)
- Familiarity with digital-based information technologies and automated library systems
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work
- Flexibility and innovative approach working in a complex, rapidly changing academic environment
- Excellent analytical and organizational skills
- Demonstrated effectiveness in integrating technology with traditional services
- Strong potential for meeting the requirements for tenure and promotion outlined at http://library.ufl.edu/cdh

Preferred:

- Experience working with rare book collections
- Record of instruction, teaching and/or training adult learners
- Experience in coordinating online discovery of information
- Competency in both a romance and classical language
- Subject knowledge of one or more areas represented in the collection
- Experience creating and maintaining Web pages
- Demonstrated ability to engage diverse audiences to broaden use of collection
- Familiarity or experience with donor relations and/or grants management

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.

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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 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 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.

SPECIAL AND AREA STUDIES COLLECTIONS
Special and Area Studies Collections encompasses Area Studies Collections, the Map & Imagery Library, and the Special Collections of the University of Florida. The Area Studies Collections are the Latin American and Caribbean Collection; the Isser and Rae Price Library of Judaica; and the African Studies and Asian Studies collections. Special Collections include the Baldwin Library of Historical Children's Literature, the Belknap Collection for the Performing Arts, the P.K. Yonge Library of Florida History, the General Manuscript Collection, the Rare Book Collection, and the University Archives.

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. 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!

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**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](http://hr.ufl.edu/benefits/) 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 discussing the use of rare books and primary sources for instruction in a research university (250 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 August 15, 2018 (applications will be reviewed beginning July 23, 2018). Submit all application materials through the Jobs at UF online application system at [507863](http://hr.ufl.edu/507863). 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](mailto: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/](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://hr.ufl.edu/data-card/](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.