POSITION VACANCY ANNOUNCEMENT

POSITION: Design Librarian

RANK: Assistant or Associate University Librarian

REPORTS TO: Head, Architecture & Fine Arts Library

SALARY: Minimum Salary as Assistant University Librarian $54,035
Minimum Salary as Associate University Librarian $62,500
Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 508409

DEADLINE DATE: September 17, 2018 - applications will be reviewed as received

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

JOB SUMMARY
The University of Florida George A. Smathers Libraries seeks a creative and service-oriented Design Librarian. The Design Librarian is a year round (12-month) tenure-track library faculty position which will provide reference assistance, instruction, outreach and collection management to support faculty and student populations and the academic programs and research centers associated with the UF College of Design, Construction & Planning. The Design Librarian will work collaboratively with other members of the Architecture & Fine Arts Library faculty and staff to plan and deliver services to the wider audience served by that library, and to the University community. The Design Librarian will work collaboratively with faculty and staff associated with the Architecture Archives/Department of Special Collections & Area Studies to build collections, provide services, and plan events related to those materials.

The library encourages staff participation in reaching management decisions and consequently the Design Librarian will serve on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the Design Librarian 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 Design Librarian will pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion.
RESPONSIBILITIES

• Serves as primary liaison between the Libraries and the College of Design, Construction & Planning administration, faculty and students, taking initiative to identify and meet their resource and service expectations and to facilitate ongoing communication regarding library resources and services.
• Develops collections in a systematic and balanced manner, selecting both current and retrospective materials in appropriate formats to support the curricular and research needs of the university community.
• Provides both general and specialized reference and instructional services.
• Creates instructional materials, including online research guides and tutorials.
• Contributes to the efficient management of the Architecture & Fine Arts Library’s facilities, public service programs, and technical functions. May be assigned to coordinate or manage activities or personnel in one or more areas.
• Works collaboratively with faculty and staff associated with the Architecture Archives/Department of Special Collections & Area Studies to build collections, provide services, and plan events related to archival collections.
• Contributes to the Libraries, the University, and the profession through substantive scholarship and professional service activities.
• Participates in Libraries’ fundraising and grant-seeking efforts.

QUALIFICATIONS

Required:
• Master’s degree in Library or Information Science; or, advanced degree in a discipline related to design, art, or art/architectural history plus 2 years academic library work experience
• Broad knowledge of art and design literature and research methods
• Excellent verbal and written communication skills
• Strong outreach commitment
• Ability to work both independently and collaboratively with faculty, students, administrators, and the general public
• Flexibility, and the capacity to embrace innovation and change
• Strong potential for and commitment to meeting the requirements of tenure and promotion outlined at http://library.ufl.edu/cdh

Preferred:
• Graduate degree in Library or Information Science
• Degree in a design discipline, art, art/architectural history, or related field
• Experience working in a research, academic, or design firm library
• Experience managing collections in an academic or research library
• Experience or expertise in the development and delivery of research instruction
• Experience working with architectural archives collections
• Competence with information technologies
• Experience or interest in marketing services and collections via social media
• Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender, gender identities, sexual orientation, and perspectives in research, teaching, service or other initiatives

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 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.

ARCHITECTURE & FINE ARTS (AFA) LIBRARY
The Architecture & Fine Arts (AFA) Library is a branch library located on the UF campus, within the Fine Arts Complex. The collections of the AFA Library primarily support academic programs associated with the College of Design, Construction & Planning and the College of the Arts. In addition to bound volumes (books, journals, musical scores), the library holds over 12,000 sound and video recordings. AFA Library functions through the skilled work of three librarians, three additional full-time staff, and several student employees involved in a variety of public services, collection management, and technical services activities. AFA Library provides seating for 100 patrons, access to public computing workstations with options for image creation and reproduction, and circulating equipment including portable 3D scanners, cameras, iPads, and digital projectors. The AFA Library’s specialization and size make it an important university, state, and regional resource. In addition to its resources, the library's unique mid-century modern space continually impresses visitors. Unusual, hallmark double-decker carrels dominate the wood-paneled, 20-ft ceiled reading room. While open to all interested researchers, the AFA Library reading room is enlivened with the activities of individuals inspired to enrich the world with their creative efforts.

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 Midsized 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!

**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) a written statement regarding strategies for outreach to faculty and students in the design disciplines (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 September 17, 2018 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 508409. 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/](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.