POSITION VACANCY ANNOUNCEMENT

POSITION: Head of Conservation and Preservation

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Associate Dean, Discovery, Digital Services, and Shared Collections

SALARY: Minimum Salary $56,182 at the Assistant University Librarian rank
Minimum Salary $61,994 at the Associate University Librarian rank
Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 507668

DEADLINE DATE: July 26, 2018 – review of applications will begin July 2, 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. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY
The George A. Smathers Libraries, University of Florida, seek a collaborative, innovative, and user-oriented librarian to serve as the Head of its Conservation and Preservation Unit. As a member of the Libraries’ management team, the Head of Preservation and Conservation is responsible for providing leadership and direction for a library-wide, comprehensive preservation program, encompassing general, special, and shared collections to ensure immediate and long-term access to the wide variety of resources held in the Libraries.

Reporting to the Associate Dean of Discovery, Digital Services, and Shared Collections, the Head of Conservation and Preservation is a year-round (12 month) tenure track library faculty position that provides leadership, strategic vision and direction for policies and procedures; establishes plans, goals, and objectives to lead department personnel, including three full-time staff and two to three part-time employees. The Head provides instruction for librarians, curators, archivists, staff and students in techniques to safeguard collection materials and develops proactive preservation policies and procedures. The Head assesses the current collection conditions, housing and storage options, and access and use policies to leverage a risk management approach to improving the long-term preservation while ensuring access to the collections. The Head collaborates with and advises librarians, curators, archivists, and staff in the full lifecycle of collections, from acquisition and appraisal to deaccessioning to identify preservation issues.

The Libraries encourage broad participation in reaching management and operational decisions and consequently the Head of Conservation and Preservation serves on various committees and teams. The Head of Conservation and Preservation is expected to pursue professional development opportunities,
including research, publication, and professional service activities. To support all students and faculty and to 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 professional, service and scholarly activities.

**RESPONSIBILITIES**

- Directs the work of the Conservation and Preservation Unit, comprising three FTE staff and two to three part-time employees, including enhancing and evaluating the unit’s operational effectiveness through periodic reports, annual performance evaluations, staff development, and mechanisms for continual feedback from all stakeholders.
- Administers preservation policies and procedures for the proper care, handling, and storage of collections in order to facilitate their accessibility and use.
- Supervises the Conservation Coordinator to ensure the conservation lab efficiently meets the needs of the general and special collections.
- Identifies fragile materials and housing condition issues within the Libraries’ collections.
- Designs and implements collection-wide preservation projects to address storage and housing problems.
- Manages the environmental monitoring program for all Smathers Libraries collections.
- Designs and executes preservation assessments and surveys of archival collections.
- Collaborates with the Associate Dean for Discovery, Digital Services, and Shared collections, the Libraries’ Facilities department, and others on facilities improvements projects, preservation initiatives and disaster preparedness programming.
- Coordinates with Library IT and the Chair of Digital Support Services to develop and enact policies, procedures, and best practices for the long-term preservation of the Libraries digital collections.
- Fosters a collaborative approach to achieving the library and department goals; establishes policies and procedures to increase access of information resources within the libraries or from other sources.
- Maintains a broad knowledge of assessment methodology to implement evidenced-based decision making related to conservation and preservation of the Libraries’ materials.
- As a library faculty member, engages in scholarly research and provides service at the institutional and professional levels.

**QUALIFICATIONS**

*Required:*

- Master’s degree in Library or Information Science from an ALA-accredited program, or other relevant advanced degree.
- Appointment at the Assistant University Librarian rank requires a minimum of four years of relevant preservation and conservation experience; and appointment at the Associate University Librarian rank requires a minimum of eight years of relevant preservation and conservation experience.
- Expertise in library collection preservation including the treatment of print library materials and best practices, issues, and emerging trends.
- Proven experience supervising and promoting collaboration, and fostering staff professional development and growth in a complex, rapidly changing environment.
- Demonstrated knowledge of the life cycle management of digital assets; an understanding of issues related to digital formats, media, and migration, along with an aptitude for quickly mastering technical topics.
- Strong leadership skills and ability to work independently, collaboratively, with the public and in teams within the Libraries and the University.
- Demonstrated commitment to user-centered library service and the ability to work flexibly and creatively in a changing and fast-paced environment with a culturally diverse population.
- Commitment to promoting equity, inclusion and awareness of diversity by including individuals of diverse backgrounds, experiences, races, ethnicities, genders, gender identities, and perspectives in research, teaching, service and other work.
- Demonstrated project management, organizational, analytical, and problem solving skills.
- Demonstrated persuasive written, oral, and interpersonal communication skills.
- Strong potential for delivering upon the expectations for a tenure track library faculty member, including service and scholarship (outlined at http://www.uflib.ufl.edu/pers/cdh).

**Preferred:**
- Experience with preservation of digital resources.
- Knowledge or experience in non-print media preservation, with an emphasis on photographic materials.
- Experience planning and managing grant-funded projects.
- Demonstrated ability to manage budgets.
- Record of substantive service, 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 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.

**CONSERVATION AND PRESERVATION UNIT**
The Conservation and Preservation Unit is located approximately five miles from the main University of Florida campus, at the Interim Library Facility. The Unit consists of three full-time employees, including the Conservation Coordinator, and two to three part-time employees. The Conservation and Preservation Unit, which traces it origins to a preservation program established in 1987, serves collections from all libraries units, including the FLorida Academic REpository (FLARE). The Libraries’ preservation efforts include conservation treatment, housing, exhibition preparation, digital preservation, commercial binding,
emergency preparedness and response, and environmental monitoring in order to support the missions of the University and Libraries to facilitate knowledge creation and excellence in education and research.

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!

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 “What are the emerging trends and best practices in library collection preservation that support programmatic success at a large research institution?” (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 July 26, 2018 (applications will be reviewed beginning July 2, 2018). Submit all application materials through the Jobs at UF online application system at Requisition 507668. 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://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.