

POSITION VACANCY ANNOUNCEMENT

- POSITION:** Chair, Cataloging and Discovery Services
- RANK:** Chair and Assistant University Librarian or
Chair and Associate University Librarian
- REPORTS TO:** Associate Dean of Discovery, Digital Services and Shared Collections
- SALARY:** \$57,294 minimum salary at the Chair and Assistant University Librarian rank
\$65,589 minimum salary at the Chair and Associate University Librarian rank
Actual salary will reflect selected professional's experience and credentials
- REQUISITION #:** 76377
- DEADLINE DATE:** August 4, 2021 - review of applications will begin on July 14, 2021

JOB SUMMARY

The George A. Smathers Libraries, University of Florida, seeks applications and nominations for the position of Chair for Cataloging and Discovery Services. The department provides descriptions for and access to materials and resources held at the University of Florida in all formats and subjects, including unique and cultural heritage collections. The department actively supports innovations in the description of materials held by the Smathers Libraries. The chair collaborates with Digital Support Services (DSS) on building the University of Florida Digital Collections (UFDC) and leads the Libraries in integrating linked open data applications such as BIBFRAME with existing practices.

Reporting to the Associate Dean for Discovery, Digital Services and Shared Collections, the Chair for Cataloging and Discovery Services is a tenure track library faculty position which provides leadership, strategic vision and direction for optimizing description and access to all library resources for all users. This includes awareness of emerging metadata standards and linked data technologies in academic library cataloging practices. The Chair leads the department in implementing best practices and coordinates ongoing development of departmental staff by encouraging a commitment to continual improvement. The Chair collaborates with departmental staff to achieve the department's goals, establish policies and procedures to escalate discoverability of collections in all formats in accordance with library-wide priorities, and support the Smathers Libraries' commitment to cooperative cataloging programs. These initiatives require wide consultation and delegation throughout the department and the Libraries. Additionally, this position is a key member of the Libraries' management team, ensuring organizational effectiveness, efficiency, and development of policies for library operations that are attentive to users' experience.

The successful candidate will be an experienced and forward-thinking leader who is knowledgeable and enthusiastic about the progressive nature of librarianship and the role of cataloging in enhancing

discovery for library users. The Cataloging and Discovery Services department is active in the national and international cooperative cataloging initiatives of the Program for Cooperative Cataloging (PCC) — BIBCO, NACO, SACO, and CONSER. Strong participation in these programs is expected to transform and advance the functions and impact of cataloging and discovery.

The Chair will incorporate diverse content and perspectives including experiences, races, ethnicities, gender identities, sexual orientations, etc. in work activities to support the UF community and foster excellence in our diverse and global society.

The Libraries are actively seeking candidates who bring culturally rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, and perspectives to support all students and faculty and foster excellence in a diverse and collaborative society.

The Chair for Cataloging and Discovery Services is a year-round (12 month) tenure track library faculty position, in the Cataloging and Discovery Services Department with primary responsibilities of providing leadership, strategic vision and direction for optimizing description and access to all library resources for all users. The successful candidate will engage in professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion.

RESPONSIBILITIES

- Leads Cataloging and Discovery Services operations by setting well-articulated goals in congruence with the Libraries' strategic objectives; coordinates communications related to department activities; regularly measures outputs through monthly statistical reports; and routinely assesses needed resources
- Utilizes inclusive supervisory practices to lead a department of seven personnel, including evaluating the department's operational effectiveness through periodic reports, annual performance evaluations, staff development, and mechanisms for continual feedback from all personnel who work with Cataloging and Discovery Services
- Fosters a collaborative approach to achieving the department's goals, establishing policies and procedures to integrate and enhance discoverability of the collections in all formats in accordance with library-wide priorities and supporting the Smathers Libraries' commitment to cooperative cataloging programs. These initiatives require wide consultation throughout the department and the Libraries and considerable delegation of responsibilities
- Fosters diversity, equity, and inclusion through cataloging practices that advance thinking for justice, and manages problematic metadata in manners that support findability and justice
- Coordinates Program for Cooperative Cataloging-related activities for UF catalogers and serves as the NACO Florida Funnel Coordinator
- Collaborates with the Head of Shared Collections and Storage to provide advice and knowledge of national standards for the FLorida Academic REpository (FLARE) cataloging staff and help others to understand the transfer of printed materials to FLARE
- Collaborates with Digital Support Services for their work in creating metadata for digital items in the UF Digital Collections
- Provides leadership in cataloging/standards and services and promotes emerging digital information environments and metadata standards for effective access to electronic materials
- Leads the department in new system implementations and works with other departments throughout the Libraries to ensure that Cataloging and Discovery Services is meeting user needs

- Provides leadership in statewide cooperative cataloging environment and coordinates the Libraries' service, representation, and leadership on initiatives in support of public universities and colleges in Florida, such as Florida Postsecondary Academic Library Network (FPALN)
- Coordinates assignments and policy positions for representatives to the cooperative cataloging programs in which the Smathers Libraries participates, including assuming primary responsibility for assessing performance and representing the Smathers Libraries in negotiating terms and conditions of commitments
- Researches and analyzes cataloging trends and integrates these into departmental goals
- Participates in the cooperative management of the Libraries through service on Joint Chairs (comprised of the Libraries' deans, administration, and department chairs) and other library consultative bodies. Participates in University of Florida committees as appropriate
- Maintains active involvement and leadership in appropriate professional and subject-related organizations
- Performs scholarly research and provides service related to assignment and in accordance with tenure and promotion criteria in order to advance the goals of the institution and advance the profession

QUALIFICATIONS

Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet all the required and preferred qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop the preferred skills. Additionally, applicants are encouraged to communicate how their work and other experiences satisfy the required qualifications in ways that may not be obvious.

Required:

- Master's degree in Library or Information Science from an ALA-accredited (or foreign equivalent) program, or other relevant advanced degree in subject specialty
- Appointment at the Assistant University Librarian rank requires a minimum of 3 years of relevant experience; and appointment at the Associate University Librarian rank requires 8 or more years of relevant experience
- Demonstrated successful experience supervising, leading change, fostering professional development and promoting collaboration
- Extensive experience with a variety of data standards that include data structure standards, (e.g., MARC, BIBFRAME, Dublin Core), data value standards (e.g., Library of Congress Subject Headings, Name Authority File) and data content standards (e.g., Anglo-American Cataloging Rules, Resource Description and Access, International Standard Bibliographic Description, Cataloging Cultural Objects, Describing Archives: A Content Standard); and, demonstrated knowledge in integration of emerging standards to established workflows and strong interests in exploring automated methods to improve the discovery, description and/or access of digital content
- Experience utilizing online tools in cataloging or metadata work, such as RDA Toolkit and Cataloger's Desktop
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in research, teaching, service, and other work
- Evidence of excellent interpersonal skills including oral and written communication
- Initiative, flexibility, and the ability to adapt and work creatively in a complex, rapidly changing professional environment
- Strong potential to meet the requirements for tenure and promotion outlined in the [departmental by-laws](#)

Preferred:

- Demonstrated knowledge of the linked data environment, including emerging library initiatives (e.g.,

- BIBFRAME) and name identifier systems (e.g., ORCID, ISNI)
- Experience with Ex Libris Alma/Primo VE or similar integrated library systems
 - Experience in an academic or research setting
 - Experience contributing bibliographic and authority records using national Program for Cooperative Cataloging (PCC) standards
 - Experience cataloging in one or more foreign languages
 - Experience using metrics to assess effectiveness
 - Record reflecting substantive scholarship and research

CATALOGING AND DISCOVERY SERVICES

The [Cataloging and Discovery Services Department](#) supports the academic programs of the University by organizing, describing, and providing physical processing for the books, journals, electronic resources, sound and video recordings, microforms, maps, and other material purchased or received by the library system. Seven cataloging employees contribute approximately 25,000 titles per year in compliance with national standards of bibliographic control and in keeping with established cataloging priorities. The department works with the Acquisitions and Collections Services department to load e-resource packages, which add thousands of records to the library catalog each year. Original record contributions to OCLC, an international bibliographic database, number 5,000 annually. The department participates in international cooperative cataloging programs including CONSER, BIBCO, NACO, and SACO. Department units collaborate to create efficient workflows and apply the latest technologies to meet user needs.

UNIVERSITY OF FLORIDA LIBRARIES

The Libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six of the campus libraries, and all the off-site facilities. The only library outside of this system is [Lawton Chiles Legal Information Center](#) at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while [engaging with the UF community](#). We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#).

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is the state of Florida's preeminent 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 is currently sixth among "Top Public Universities" in the U.S. News and World Report and second among Forbes "Best Value Public Colleges (2016)". UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. 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. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. For more information, please consult the [UF homepage](#).

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin,

political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD).

GAINESVILLE COMMUNITY

Gainesville and the surrounding community is home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to promote racial equity. 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

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The [UF Screen, Test & Protect Program](#) provides guidelines and resources related to COVID-19.

APPLICATION PROCESS

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- Optional: portfolio containing 1-2 original bibliographical records in MARC or non-MARC format plus 2-4 successful NACO/SACO proposals
- a list of three references including their contact information (telephone number and email address)
- a written statement regarding “How to adapt cataloging practices to meet the needs of a fast changing technology frontier”. (250 words)

Apply by August 4, 2021 (review of applicants will begin on July 14, 2021). Submit all application materials through the Jobs at UF online application system at Requisition [Requisition 76377](#). 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 Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.