

## POSITION VACANCY ANNOUNCEMENT

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| <b>POSITION TITLE:</b> | Associate Resource Description Specialist/Rare Materials  |
| <b>CLASSIFICATION:</b> | Library Associate 2   |
| <b>REPORTS TO:</b>     | Contributed Cataloging Unit Head  |
| <b>SALARY:</b>         | \$41,936 minimum salary<br>The Smathers Libraries offer a salary commensurate with experience and credentials |
| <b>REQUISITION #:</b>  | 521774  |
| <b>DEADLINE DATE:</b>  | May 24, 2022 - applications will be reviewed as received  |

### JOB SUMMARY

The primary role and responsibilities of this position are to perform original and complex copy cataloging and authority work in the Contributed Cataloging Unit of the Resource Description Services Department. There will be an emphasis on cartographic materials types, but work will encompass a wide assortment of formats and languages. Records will be created and updated according to accepted professional standards. This includes describing and performing subject analysis of items with appropriate access points, assigning classification numbers, and performing authority work with the resulting records contributed to the OCLC international database as well as to the Libraries' catalog. As an Associate 2, this position contributes to the culture of inclusion and support by serving as a resource in the Libraries for the incumbent's area of expertise. This includes answering questions and providing assistance with training for cataloging procedures and tools.

To support all students, staff and faculty, and foster excellence in a diverse and collaborative 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 orientation, and perspectives.

### RESPONSIBILITIES

#### **Original and Complex Copy Cataloging of Antique and Modern Cartographic Materials**

Original and complex copy cataloging of antique cartographic materials, applying machine-formatting rules (MARC) and descriptive content rules (RDA, PCC, DCRM(C)) established in international standards to represent maps and other cartographic materials.

- Perform independent original cataloging of maps and atlases in English and other languages.
- Understand and apply cartographic terminology and applicable rules governing the cataloging of

maps.

- Record scale, coordinates, and other significant notations to distinguish and describe cartographic materials.
- Perform authority work according to local and PCC guidelines.
- Assign Library of Congress Classification as determined by the geographic area covered by the map, and its scale, date, and topical aspects.
- Perform research as needed to document information contained in the bibliographic and authority records for antique maps.

### **Original and Complex Copy Cataloging other Materials**

Perform original and complex copy cataloging for MARC records for early printed books in a variety of European languages following descriptive content rules (RDA, DCRM, and PCC) established in international standards. Provide RDA/PCC original and complex copy cataloging for 19th–21st century monographic materials in a variety of formats and languages. These tasks require efficient application of a high level of understanding of these standards and tools, as well as comprehension of the basic subject matter covered by academic works in various fields and classification for literary materials.

- Assign subject headings from the Library of Congress Subject Headings (LCSH).
- Create or verify call numbers based on the Library of Congress Classification (LCC) and local practice.
- Create records for the local online catalog through use of the international utility OCLC.
- Submit for review original corporate body, family, series, and name/title authority records for the LC/NAF national database and contribute name authority records independently to enhance the probability of user success in searching.
- Submit for review proposals for SACO subject terms for inclusion in LCSH.
- Evaluate indexing terms as encountered in the catalog for consistency within the existing database and make corrections or referrals as needed.
- Participate in quality control of original cataloging through record editing procedures.

### **Departmental Support**

Contribute to the culture of a collaborative and supportive team environment. This includes participating in team building and cross-training efforts.

- Answer questions and train team members and student workers on advanced techniques.
- Review work by other team members as part of learning exercises.
- Contribute to the review and update of departmental workflows and documentation.
- Participate in special cataloging projects as needed.

### **Miscellaneous**

- Serve on library and university committees and task forces as needed.
- Participate in selected professional development and training opportunities

### **QUALIFICATIONS**

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

#### **Required:**

Bachelor's degree and four years of related library experience; or a Master's degree and two years of related library experience; or any equivalent combination of experience, training and/or education.

**Preferred:**

- Knowledge of Resource Description & Access (RDA), Anglo-American Cataloging Rules (AACR2), Program for Cooperative Cataloging (PCC) guidelines, and Library of Congress Subject Headings (LCSH).
- Knowledge of descriptive cartographic rules: Descriptive Cataloging Rules for Rare Materials (Cartographic) (DCRM(C)).
- Knowledge of Library of Congress Classification schedules.
- Knowledge of MARC formatted bibliographic information in OCLC and UF ALEPH online catalog, or comparable online catalog system.
- Knowledge of Library of Congress descriptive cataloging practices.
- Working knowledge of book and printing history, bibliography, and best practices related to rare books and special collections materials, especially printed books, ephemera, prints, maps and other graphic works, and art objects and three-dimensional objects, including knowledge of Descriptive Cataloging of Rare Materials (Books) (DCRM (B)).
- Written knowledge of at least one language other than English.
- Strong verbal and written communication skills.
- Ability to work productively and cooperatively in a complex environment while maintaining effective working relationships.
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives.
- Ability to work independently.
- Knowledge of and ability to use different types of computer hardware and software.
- Knowledge of humanities subject terminology.
- Knowledge of science, social science and cartographic subject terminology.
- Knowledge of or experience with non-MARC formats and non-AACR2/RDA metadata standards

**RESOURCE DESCRIPTION SERVICES**

The [Resource Description Services Department](#) supports the University's academic programs and research by providing metadata description and processing for physical and digital collections held by the George A. Smathers Libraries. The department catalogs approximately 20,000 titles per year in compliance with national standards of bibliographic control and in keeping with established cataloging priorities. Original record contributions to [OCLC](#), an international bibliographic database, number around 5,000 annually. The department participates in international cooperative cataloging programs including [CONSER](#), [BIBCO](#), [NACO](#), and [SACO](#). Currently comprised of three librarians and fifteen staff members, RDS consists of five units: Contributed Cataloging, Copy Cataloging, Government Documents Cataloging, Metadata, and the Serials Cataloging Unit. They collaborate to create efficient workflows and apply the latest technologies to meet user needs. 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 academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six of the campus libraries, and the off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents, over 15 million digitized pages from the Libraries' collections and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and

Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. 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 Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeates all aspects of our organization per [Strategic Directions 4: Diversity, Equity, and Inclusion](#). Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

### **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 fifth 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. [Stronger Together: Promoting Racial Justice through Awareness and Action](#) provides UF faculty and staff with a series of educational offerings to help them better understand and address racism and bias and help promote racial justice at the individual, institutional, and systemic levels. For more information, please consult the [UF homepage and the Office of the Chief Diversity Officer website](#).

### **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 University of Florida provides ongoing [guidelines and resources related to COVID-19](#), including [free testing](#) on campus.

### **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 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

## **GAINESVILLE COMMUNITY**

Gainesville and the surrounding community are 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.

## **APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by 11:55 pm (EST) on May 24, 2022 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition [Job Number 521774](#). 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](mailto:tlitchfield@uflib.ufl.edu).