

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE:	Collection Services Assistant
CLASSIFICATION:	Library Associate 1
REPORTS TO:	Program Director & Curator of the Panama Canal Museum Collection
SALARY:	\$37,254 minimum salary; The Smathers Libraries offer a salary commensurate with experience and credentials
REQUISITION #:	521951
DEADLINE DATE:	June 1, 2022 - applications will be reviewed as received

JOB SUMMARY

The Collection Services Assistant completes processing, technical services, stacks management, and other collection service activities to maintain and ensure access to materials in the Department of Special and Area Studies Collections (SASC), which is home to special and rare print materials, maps, archives, and manuscripts, as well as interdisciplinary collections pertaining to geographical, national, or cultural regions. Liaises with collection managers, coordinates workflows, develops procedures and methods, and physically organizes materials in collections such as the Price Library of Judaica (over 120,000 volumes), the Latin America & the Caribbean (over 500,000 volumes), and the Baldwin Library of Historical Children's Literature (over 115,000 volumes). Participates in planning for and implementation of special processing and collection storage projects. Occasionally participates in public services operations within the department.

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

Collection Processing and Technical Services

- Completes processing activities for new acquisitions (purchases and gifts) and unprocessed materials in SASC, including foreign-language materials (e.g., Spanish, Hebrew, Portuguese, etc.).
- Consults with SASC collection managers in processing activities, decision making, and problem solving relating to technical services for print holdings, including rare and special print materials.

- Consults with the Cataloging & Discovery Services unit to ensure bibliographic data integrity in the ILS, and edits catalog records to create or correct bibliographic metadata and to input location and holdings information.
- Completes check-in and claims processes for serials, manages serial title changes, and resolves problems and missing item reports.
- Manages physical processing workflows including applying call number labels and barcodes.
- Participates in department-wide collection management projects (e.g., a special project to apply barcodes to all holdings).

Collection Storage and Digital Access

- Communicates and liaises with SASC collection managers, other members of the SASC Collection Services unit, as well as other units in the Libraries, to complete stack management activities, including collection shifts, shelf reads, and relocating and transferring materials between storage locations.
- Participates in managing storage areas in multiple locations in Smathers Library Building, Library West, the Auxiliary Library Facility (ALF), etc.
- Liaises with Preservation & Conservation to ensure preservation treatments for materials.
- Participates in planning and implementation of digitization projects, including retrieval of materials for mass digitization projects (e.g., Google Books, Celebrating Cuba!, etc.).
- Transports materials between storage locations as needed.

Collection Services

- Maintains and reports statistical data about collections including processing data, and participates in the assessment of processes and services.
- May hire, train, and/or supervise regular staff and/or OPS and student staff
- Participates in meetings and trainings to remain appraised of procedures and policies, to gain knowledge and skills, and to share information with others.

Other Duties as Assigned

- May participate in SASC public service and outreach activities, including providing reference or circulation assistance to patrons.
- Participates in special projects and performs other duties as assigned.
- Serves on departmental and library committees or working groups

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 two years of related library experience; or Master's degree and one year of related library experience OR any equivalent combination of experience, training and/or education.

Preferred:

- Experience using Alma, Aleph, or a similar ILS for circulation, public catalog searching, checking in materials, and processing activities
- Bibliographical competency in multiple languages (e.g., Spanish, Hebrew, Portuguese, etc.)
- Experience with collection storage activities such as collection shifting, shelf reads, and physical reorganization projects
- Evidence of excellent interpersonal skills including oral and written communication
- Ability to work both independently and collaboratively to accomplish goals

- Flexibility, and ability to adapt and work in a rapidly changing academic environment
- Basic computer skills and experience with Microsoft Word, Excel, and Outlook
- 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.
- Florida Class E Driver's License and ability to drive in and around Gainesville.

SPECIAL AND AREA STUDIES COLLECTIONS DEPARTMENT

The Special and Area Studies Collections Department stewards shared global heritage in support of the academic mission of the University of Florida. University of Florida's historical collections related to Florida heritage, Latin America and the Caribbean, Anglo-American children's literature, and Judaica related to the southeastern United States are exceptional among academic libraries in North America. These holdings and the department's activities reflect the preeminence of the University of Florida, the institution's land-grant origins, and the state's unique position as a hemispheric gateway. For more information about the collections, please visit: <http://www.uflib.ufl.edu/spec/>.

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 Wednesday, June 1, 2022 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition [Job Number 512951](#). 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.