

POSITION VACANCY ANNOUNCEMENT

POSITION: Curator of the Harold and Mary Jean Hanson Rare Book Collection

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Chair, Special and Area Studies Collections

SALARY: Minimum salary at the Assistant University Librarian rank is \$59,219
Minimum salary at the Associate University Librarian rank is \$68,495
Salary will reflect the selected professional's experience and credentials

The University of Florida offers a competitive benefits package including health, retirement, paid time off, discount programs, professional development and worklife support. [Learn more](#).

JOB #: 533421 ([Apply online](#))

DEADLINE DATE: November 6, 2024 – applications will be reviewed as received

Please note the specific instructions for submission of application materials - see <https://hr.uflib.ufl.edu/prospective-employees/current-openings/> or the APPLICATION PROCESS section below for further details. Failure to submit required documents may result in the application not being considered.

JOB SUMMARY

The Special and Area Studies Collections (SASC) Department at the George A. Smathers Libraries, University of Florida seeks a creative, innovative, and service-oriented individual to develop and manage all aspects of the Harold and Mary Jean Hanson Rare Book Collection, with a passion for collection development and a commitment to promoting its use through scholarship, classroom instruction, and public outreach. The collection has strengths in natural history, history of science, British and American literature, and other areas of distinction, with several supporting endowments. Its holdings intersect with many of the collections in the department, especially pre-eminent collections, including the Latin American and Caribbean Collection, the Baldwin Library of Historical Children's Literature, and the Isser and Rae Price Library of Judaica. The Curator provides leadership in an environment that values diversity, collaboration, and excellence. This position is a year-around (12-month), full-time tenure-track library faculty position.

The Smathers Libraries is committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We support that commitment by offering a fulfilling work experience that allows for collaboration, growth, and development as well as shared perspectives.

The Libraries encourage staff participation in reaching management decisions and consequently the Rare Book Curator will serve on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the Rare Book Curator will be expected to include individuals of diverse backgrounds in work activities and decision making. The Rare Book Curator will pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion.

RESPONSIBILITIES

- Provide leadership by building and managing all aspects of the collection, including acquisition, description, policies, and programs, in accordance with best professional practices and the University of Florida's mission and goals
- Develop outreach and instruction activities through exhibits, tours, presentations, and other programs
- Manage endowments and acquire materials from vendors and donors
- Work collaboratively with cataloging, digital services, acquisitions, and other library units
- Expand access to the collection through library tools, such as LibGuides and finding aids
- Facilitate access to the collection in all formats, including patron assistance and reference queries
- Promote the collection through activities such as social media, blogs, and other outlets
- Leverage digital humanities tools and methodologies to enhance access to and engagement with the collection
- Work in coordination with Libraries administration and the development team to maintain and promote donor relations
- Pursue grant opportunities and manage projects related to the collection
- Participate in appropriate professional organizations on the state, regional, and national levels, and pursue professional development goals, including publication, to meet requirements for [tenure and promotion](#)

QUALIFICATIONS

Required:

- Master's degree in Library or Information Science from an ALA-accredited (or foreign equivalent) program, or other relevant advanced degree
- Appointment at the Associate University Librarian rank requires eight years of relevant professional experience
- Experience working with rare book collections, book history, or other relevant experience
- Record of instruction, teaching and/or training adult learners
- Reading comprehension of one or more languages related to the collection (Greek, Latin, French, Italian, Spanish)
- Familiarity with digital-based information technologies and automated library systems
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Possess an openness to diversity of thought/perspectives, personalities, work styles and displays awareness and appreciation of the unique strengths and contributions of everyone.
- Flexibility and innovative approach working in a complex, rapidly changing academic environment
- Excellent analytical and organizational skills
- Demonstrated effectiveness in integrating technology with traditional services
- Excellent oral and written communication skills in English
- Strong potential for meeting the requirements for tenure and promotion outlined at <https://guides.uflib.ufl.edu/c.php?g=147693&p=970546>

Preferred:

- Experience managing print and digital collections
- Competency in both a romance and classical language
- Subject knowledge of one or more areas represented in the collection
- Experience with digital humanities tools and methodologies
- Demonstrated ability to engage diverse audiences to broaden use of collection
- Experience with social media and web publishing
- Familiarity or experience with donor relations, managing endowments, and/or grants management

SPECIAL AND AREA STUDIES COLLECTIONS

Special and Area Studies Collections encompasses [Area Studies Collections](#), the [Map & Imagery Library](#), and the [Special Collections](#) of the University of Florida.

The Area Studies Collections are the [Latin American and Caribbean Collection](#); the [Isser and Rae Price Library of Judaica](#); and the [African Studies](#) and [Asian Studies](#) collections.

Special Collections include the [Baldwin Library of Historical Children's Literature](#), the [Belknap Collection for the Performing Arts](#), the [P.K. Yonge Library of Florida History](#), the [General Manuscript Collection](#), the [Rare Book Collection](#), and the [University Archives](#).

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 campus libraries and 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, over 197,000 full-text journals, over 1000 electronic databases, 1.3 million documents, 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 participate 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](#) comprises 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](#), and is reflected in the [Strategic Directions](#). 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.

LIBRARIES LAND ACKNOWLEDGMENT

The Smathers Libraries acknowledge that the main (Gainesville) campus of the University of Florida is located in the ancestral territory of the Potano and later the Seminole peoples. The Smathers Libraries acknowledge its obligation to honor the past, present, and future Native residents and cultures of Florida.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) was named the #1 public university in the country by the Wall Street Journal in its "2024 Best Colleges in the US" report and is also currently among the "Top Ten Public Universities" in the U.S. News and World Report and fourth in Forbes "Top 25 Public Colleges" (2024). The University of Florida (UF) is the state of Florida's preeminent university, as well as the state's oldest and most comprehensive university. UF is among the nation's most academically diverse public universities and is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). UF

has 16 academic colleges offering a variety established programs for students seeking to earn undergraduate and graduate degrees. In addition to attracting over \$1.25 billion in research expenditures last year, UF Faculty foster a uniquely collaborative environment that transforms potential into actual results. UF is one of the largest universities in the nation, with more than 60,000 students. A snapshot of the [student body diversity statistics](#) is available online from UF Institutional Planning and Research. [Learn more about the University of Florida and what makes us great.](#)

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](#).

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The University of Florida is an equal employment employer and is committed to non-discrimination with respect to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs. We're committed to attracting, hiring, and retaining top talent by valuing diversity of thought, skill, and experience. As an equal opportunity employer, we believe in fostering environments where team members feel included, valued for their differences, and empowered to do their best work. The University of Florida is a public institution and subject to all requirement 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 280,000 people and both the University of Florida and Santa Fe College. Beautiful natural areas, including many spring-fed lakes and rivers, are a boon for outdoor adventurers. Museums, music festivals, and major performing arts institutions round out the community's rich cultural heritage. 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 opportunities for participating in community athletics 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)
- a written statement discussing the use of rare books and primary sources for instruction in a research university (250 words)

Apply by 11:55 pm (EST) on November 6, 2024 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 533421](#). 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 Joseph Piazza, George A. Smathers Libraries Human Resources Office, at jpiazza@ufl.edu.