

POSITION VACANCY ANNOUNCEMENT

POSITION: Regional Government Documents Librarian

RANK: Assistant or Associate University Librarian

REPORTS TO: Chair, Humanities and Social Sciences Library (Library West)

SALARY: Minimum salary \$49,500 at the Assistant University Librarian rank
Minimum salary \$57,320 at the Associate University Librarian rank
Actual salary will reflect selected professional's experience and credentials

REQUISITION #: 497797

DEADLINE DATE: September 8, 2016 - applications will be reviewed as received

Please note that this posting has specific instructions for the submission of application materials - see our website at: <http://web.uflib.ufl.edu/pers/careers.htm> or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY

The Regional Government Documents Librarian is a tenure track library faculty position in the Humanities and Social Sciences Library (Library West). The scope of the collections include federal, state, and international documents as the Smathers Libraries at the University of Florida Libraries are designated as a depository for the publications of the United States Government, European Union, and the State of Florida.

The Smathers Libraries serve as the Regional Depository Library for Florida, Puerto Rico and the U.S. Virgin Islands. This position will be the primary contact for the Selective Depository Libraries in the Region, supporting their participation in the Federal Depository Library Program (FDLP). The Regional Government Documents Librarian is responsible for FDLP outreach, public access, support services, and collection development and serves as the primary liaison to the U. S. Government Publishing Office (GPO) in matters relating to the Libraries' service as a Regional Federal Depository Library. In this role, the individual will build on the Smathers Libraries' current leadership in implementing a successful regional model that connects traditional publication and collection management with technological innovation through its virtual meeting and educational presence and support of collaborative projects for online delivery and digitization of government publications. In addition, the candidate will build on strong partnerships with all constituents including other regional depositories, library consortia and the GPO, to advance new and innovative ways to increase the public's access to and

use of government information. More information about the regional depository library can be found at <http://guides.uflib.ufl.edu/ufdocuments>.

The library encourages staff participation in reaching management decisions and consequently the Regional Government Documents Librarian will serve on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the Regional Government Documents Librarian will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in work activities. The Regional Government Documents Librarian will pursue professional development opportunities, including research, publication, and professional service activities in order to meet criteria for tenure and promotion.

RESPONSIBILITIES

1. Serve as the Regional Depository Librarian for the FDLP, including oversight of the 38 selective Federal Depository Libraries in Florida, Puerto Rico, and the U. S. Virgin Islands. The services include: providing outreach to and state coordination of federal document collections in Selective Depository Libraries (Selectives) in the form of online or other training, state planning, and guidance on depository management issues; coordinating mandated processes for selection and disposition of tangible depository materials; remaining conversant with GPO policy to ensure compliance with the FDLP participation requirements; coordinating with GPO and other federal depository libraries to improve collections and services; assisting with training and implementation of the ASERL Collaborative Federal Depository Program.
2. Coordinate activities of the Government Publications cross-divisional team, establishing goals and allocating resources within the team to increase access to state, federal and international depository collections;
3. Build and manage tangible and virtual state, federal and international documents collections to meet the needs of the University of Florida community.
4. Work on a regional and national level with other regional depositories, ASERL, GPO, and library consortia and associations, to improve the delivery, access and use of government information to the nation.
5. Actively engage with all constituents to provide specialized reference services, and to innovate and collaborate around government information access and use.
6. Provide leadership and serve as primary contact within the Libraries on issues and projects related to government information.
7. Identify a comprehensive set of the publications of the agencies and subjects in the Smathers Libraries' ASERL Center of Excellence (COE) collections, recommend the selection of additional COE collections, and seek to fill gaps using the ASERL disposition database and other means. Arrange for digitization of COE content, other than Congressional and Office of the Federal Register materials that are not already available in a stable public domain digital platform. Identify sources of existing public domain digital copies to be harvested and/or linked from the Libraries catalog. Participate in the evaluation and selection of digital resources related to government information with other selectors in the Smathers Libraries and the Legal Information Center. Coordinate the cataloging and housing of print ASERL COE materials with the other federal documents in the Libraries' storage facility.
8. Provide general interdisciplinary research assistance at the Library West service desks, online via email, texting and chat, and telephone. Participate in Library West general instruction and outreach programs, as well as providing government documents specific instruction.
9. Participate in planning, policy formation and departmental decision making related to Library West services, collections and new technologies.

10. Performs scholarly research and provides service at the institutional and professional levels as related to assignment and in accordance with tenure and promotion criteria.

QUALIFICATIONS

Required:

1. Master's degree in Library or Information Science from an ALA-accredited program or advanced degree in relevant subject specialty.
2. Two years of relevant post graduate degree experience for appointment at the Assistant University Librarian rank.
3. Eight years of relevant post graduate degree experience for appointment at the Associate University Librarian rank.
4. Demonstrated knowledge of the Federal Depository Library Program and experience working with government documents.
5. Demonstrated knowledge of bibliographic control policies and standards for government publications.
6. Demonstrated leadership, initiative, and project management skills.
7. Ability to respond effectively to changing needs and priorities.
8. Knowledge of current trends in academic and scholarly resource management, including digital projects.
9. Excellent verbal and written communication skills.
10. Ability to work both independently and collaboratively with faculty, students, administrators and the general public.
11. Strong potential for meeting the requirements of tenure and promotion outlined at <http://cms.uflib.ufl.edu/cdh/chaptertwo>.

Preferred:

1. Experience in collection management, reference and instruction in an academic or research library.
2. Experience in developing working partnerships with academic departments and other units across campus communities.
3. Experience in developing digital library projects.
4. Experience in the design and integration of new technologies into information services.
5. Experience working with GPO cataloging/metadata standards.
6. Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work.

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. UF was ranked 9th among public universities in Forbes' "America's Best Employers 2015. 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](#). 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>.

GEORGE A. SMATHERS 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; six are in the system known as the [George A.](#)

[Smathers Libraries](#) at the University of Florida. The libraries hold over 5,800,000 print volumes, 8,100,000 microfilms, 630,000 e-books, 121,016 full-text electronic journals, 889 electronic databases, 1,300,000 documents and 766,000 maps and images. The 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 Smathers Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Association of Southeastern Research Libraries (ASERL), and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at <http://www.uflib.ufl.edu/orgchart.pdf>.

HUMANITIES AND SOCIAL SCIENCES LIBRARY (Library West)

[The Humanities and Social Sciences Library](#) (Library West) is the largest branch library on the UF campus, with 14 faculty and 16 staff members, seating for 1,600 patrons, and 217 public computers, including iPads and Netbook laptops. Last year, Library West received over 1.2 million visitors. Renovated in 2006, the branch offers 16 group study rooms, a student video production space, faculty and graduate carrels as well as a limited-access floor for graduate students. Two classrooms are available, one with auditorium-style seating and the other with 19 computers for hands-on instruction. Within the branch, there are four functional units: Research Assistance, Instruction and Outreach, Collections, and Circulation; these units are managed by coordinators who oversee the daily functions. Programs and lectures are scheduled throughout the year in the Information Commons area. See the [organizational chart](#) for current structure of the department.

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's "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.

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/>.

APPLICATION PROCESS

To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) a written statement regarding key challenges with the transition from print to digital for government documents (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 September 8, 2016 (applications will be reviewed as received). Submit all application materials through the *Jobs at UF* online application system at <http://explore.jobs.ufl.edu/cw/en-us/job/497797/regional-government-documents-librarian-assistant-or-associate-university-librarian>. 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.

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://www.hr.ufl.edu/job/datacard.htm>. 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.

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/>.