POSITION VACANCY ANNOUNCEMENT

POSITION: Head, Humanities and Special Collections Cataloging Unit (Position #00006509)

RANK: Assistant University Librarian

REPORTS TO: Chair, Cataloging and Metadata Department

SALARY: $45,000 minimum

REQUISITION #: 037844

DEADLINE DATE: January 31, 2007

JOB SUMMARY:

The Unit Head directs the activities of the unit as it fulfills its responsibility to provide descriptive metadata for Humanities, Architecture and Fine Arts, and Special Collections material. Supervises 3 faculty and 4 support staff, and grant staff as required, in completing original and complex shared cataloging of materials in a variety of formats and languages and using appropriate metadata standards, including, but not limited to, AACR2Rev, LC Classification, LC Subject Headings, and MARC21. Participates in national cooperative cataloging programs such as BIBCO, CONSER, NACO, and SACO. Coordinates unit cataloging workflow and assesses output. Oversees the training and development of unit members. Establishes unit cataloging priorities in keeping with library and department goals and in consultation with selectors and curators. Collaborates with the department management team to set cataloging policy and develop procedures. Evaluates the effectiveness of the unit in meeting its goals.

RESPONSIBILITIES:

1. Manage the day-to-day work of the unit and sets goals to focus the unit’s efforts.
2. Lead unit in conforming to national cataloging metadata standards and oversee training of unit members.
3. Revise workflow as needed to assure efficient throughput.
4. Collaborate with department management team to address policy issues, create procedures, and resolve problems.
5. Consult with Humanities and Architecture and Fine Arts selectors and Special Collections curators to determine priorities.
6. Coordinate unit’s contribution to digitization initiatives.
7. Maintain and analyze unit statistics.
8. Evaluate unit productivity throughout the year and submit annual report.
9. Keep abreast of current and emerging metadata standards and practices as well as issues and developments in library technical services in general.
10. Contribute to the libraries, the university, and the profession through scholarship and service activities.

QUALIFICATIONS:

Required:
1. Masters degree in Library or Information Science from an ALA-accredited program.
2. Minimum 2 years experience doing original cataloging of multiple formats.
3. Knowledge of FRBR, RDA, and other current and emerging cataloging rule changes.
4. Knowledge of AACR2, LCSH, LC Classification, MARC21, Dublin Core.
5. Familiarity with EAD and emerging descriptive metadata standards.
6. Reading knowledge of one or more Romance languages.
7. Demonstrated supervisory skills.
8. Excellent analytical and organizational skills.
9. Ability to work as a team member in a complex academic research library environment.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to meet deadlines and work independently.
12. Flexibility and creativity in a changing library environment.
13. Strong potential for meeting the requirements for tenure and promotion.

Preferred:
1. Graduate degree in Humanities, Fine Arts, or other related field.
2. Experience with cooperative cataloging programs.
3. Experience managing cataloging unit in an academic research library.
4. Experience using the Aleph integrated library system.
5. Reading knowledge of German and/or a Slavic language.
6. Experience with descriptive bibliography, manuscript collections and/or background in the history of the book.

THE UNIVERSITY OF FLORIDA

The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of 48,000. It ranks third nationally in size of student body and eighth nationally in the number of merit scholars enrolled in the freshman class. The University is a member of the Association of American Universities and offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The University of Florida Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

The Cataloging and Metadata Department in the Technology Services Division 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. Ten librarians and eighteen support staff catalog approximately 60,000 titles per year in compliance with national standards.
of bibliographic control and in keeping with established priorities. In addition, the department oversees the loading of e-resource and microform packages resulting in the addition of 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, SACO, and AGRICOLA. Four units - Copy Cataloging, Science and Social Science Cataloging, Humanities and Special Collections Cataloging, and Authorities and Metadata Quality – and the Principal Serials Cataloger collaborate to create efficient workflows and apply the latest technologies in order to meet user needs. For more information, see the department’s Web site at http://www.uflib.ufl.edu/catmet/.

**BENEFITS:**

Twenty-two vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

**APPLICATION PROCESS:**

The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply.

Please reply by e-mail. Send, as attachments (MS-Word format preferred), a cover letter describing your interest in and qualification for this position, resume and list of three references. Include address, telephone and email information for references. Please include a 250-word document expressing your opinion on the topic, “The Changing Role of Cataloging in the Academic Research Library Environment.” Apply by January 31, 2007 (applications will be reviewed as received). All inquiries and submissions of required application materials should be sent to Brian Keith, Smathers Libraries Human Resources Officer, at: brikeit@uflib.ufl.edu