

**Professional Position Posting**  
**Associate University Librarian for**  
**Collection Management & Scholarly Communication**

**Department:** UCLA Library

**Rank and Salary:** Associate University Librarian (\$63,300 – \$121,100)  
OR  
Associate Director /MSP Grade IV (\$77,700 – 139,900)

Salary and appointment level based on experience and qualifications.

**Position Availability:** After January 1, 2007

The UCLA Library seeks applications and nominations for the position of Associate University Librarian for Collection Management & Scholarly Communication, a key senior administrative position in the UCLA Library. The incumbent reports directly to the University Librarian and works closely with the Deputy University Librarian & Chief Financial Officer, three other Associate University Librarians responsible for research and instructional services, the sciences, and the electronic library, and the Directors of Library Human Resources, Library Development, and Library Communications.

The Associate University Librarian for Collection Management and Scholarly Communication (AUL/CM&SC) has leadership, management, and policy and planning responsibilities for the library-wide scholarly communication program and collection management functions, including collection development, cataloging, acquisitions, e-resource licensing and management. The AUL/CM&SC supervises and works with department heads to develop and carry out strategic directions for a number of units, including Cataloging & Metadata Center; Digital Collections Services; Print Acquisitions, and the Charles E. Young Research Library Department of Special Collections. The incumbent works closely with the AUL for Sciences and AUL for Research and Instructional Services whose librarians and staff are involved with collection management and scholarly communication activities in the social sciences, humanities, arts, life, physical, and health sciences fields.

The AUL/CM&SC is the primary spokesperson at campus, UC system wide, state, national, and international levels for issues and policies relating to collection management including digital resources, technical services, and scholarly communication, ensuring that the UCLA Library actively participates in collaborative programs and services, utilizes up to date technologies, is informed of global publishing trends and intellectual property rights, and contributes to the advancement of collections management and scholarly communication.

**Description of Institution and Library**

One of ten University of California campuses, the University of California, Los Angeles (UCLA) is located in Westwood Village, approximately five miles from the Pacific Ocean near Santa Monica. Comprised of the College of Letters and Science and 11 professional schools, the 419-acre campus features 174 buildings, including the Center for Health Sciences. UCLA has more than 6,300 faculty and academic staff and approximately 26,000 employees. Founded in 1919, UCLA offers 118 undergraduate degree programs and 200 graduate programs and has more than 24,800 undergraduates and 10,800 graduate students. Academic excellence, faculty distinction, and a comprehensive curriculum are hallmarks of UCLA, which is a member of the Association of American Universities. Among the faculty are five Nobel Laureates, nine National Medal of Science winners, seven MacArthur Grant winners, and 52 Guggenheim Fellows. UCLA is California's largest university and is a model for public institutions of higher education. As the 10<sup>th</sup> largest employer in the region, UCLA generates almost \$9 in economic activity for every \$1 state taxpayers invest in UCLA and generates an annual \$6 billion economic impact on the greater Los Angeles region.

Ranked among the top 5 academic research libraries in North America, the UCLA Library is comprised of 8 major libraries and 13 library wide departments and the Southern Regional Library Facility, the remote storage facility for the southern UC campuses, all of which report to the University Librarian. In addition, there are 12 affiliated libraries and library units located on the campus. There are approximately 125 librarians on the campus, and the UCLA Library has a staff of approximately 350 and approximately 600 – 700 student employees. The Library has an organizational structure that includes the use of teams in conjunction with departments and units. The library collection consists of more than 8 million volumes and more than 78,000 current serial titles and an aggressively expanding electronic resources collection. The Library's annual budget is in excess of \$33.9 million; more than \$10 million supports the acquisition of print and digital material, and the library is part of the California Digital Library. The UCLA Library is a member of the Association of Research Libraries (ARL), the Coalition of Networked Information (CNI), the Center for Research Libraries (CRL), the Council of Library and Information Resources (CLIR), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC).

The UCLA Library has recently completed a new three-year Strategic Plan for 2006 – 2009 that identifies challenging goals for the incoming AUL/CM&SC (the plan is at: <http://www2.library.ucla.edu/pdf/UCLA%20Library%20Strategic%20Plan%20200609.pdf>). It is the intent of the library to transform the collections from a stand-alone, comprehensive research collection to a dynamic collection that is interdependent with and complementary to other collections. The Library will collaborate with UC-wide and national efforts to transform scholarly publishing and communication and create a viable model for the dissemination and distribution of knowledge. The successful candidate will build on many important national and international activities, for example, participation in the CRL Global Resources Program and the Program for Cooperative Cataloging. All UC campus libraries cooperate to leverage system wide advantages and opportunities in areas of collection management and scholarly communication, e.g., the co-investment program for shared digital resources; the California Digital Library's eScholarship Repository; the UC-wide JSTOR paper repository project; and recent agreement with the Open Content Alliance.

### **Position Duties**

Reporting to the University Librarian, the incumbent is responsible for the following duties in the following areas:

#### **Collection Management**

- Is knowledgeable about the university's teaching, learning and research programs and initiatives, and its academic goals and plans, to ensure collections that meet and anticipate faculty and student needs.
- Establishes policies, monitors, and allocates the \$11,000,000 materials budget; is responsible for budget projections and analysis.
- Leads and coordinates development of policies and procedures that guide the work of 32 bibliographers and subject specialists in selecting, acquiring and licensing resources in all formats and media; in managing book funds; in selecting and providing access to stored materials and those identified for digital archiving and/or preservation treatment.
- Devises and organizes processes for the evaluation and assessment of library collections and responds to such requests from others as appropriate to ensure alignment of collections to users' needs and to both established and emerging academic areas.
- Develops and monitors policies that ensure stewardship and preservation of both special and circulating collections and that provide for user service-oriented access to stored or digitized materials.
- Guides development of e-resource management services, including licensing, acquisitions, non-bibliographic metadata creation.
- Leads development of intellectual property policies related to use and digitization of collections.
- Leads strategic planning and sets direction for provision of cataloging and metadata services and operations and of digital and analog acquisitions operations.
- Leads major changes in organization of technical services, including centralization of acquisition operations and physical relocation of technical services.
- Coordinates and evaluates library participation in resource sharing, collaborative collection development, and consortia programs; identifies leadership roles for the library; and, recommends for consideration leading edge programs for UCLA participation.
- Is an advocate and spokesperson to faculty, students, and donors with respect to library collection development and management and scholarly communication issues, policies, and trends.
- Participates in the library program of fundraising and development, creating and sustaining new donor contacts and providing stewardship of and collection information to major donors.
- Upholds and monitors ethical collection development and management policies and practices.

#### **Scholarly Communication**

- Provides leadership in building and transforming the UCLA Library's partner role with faculty in the creation and dissemination of knowledge.

- Develops and maintains a broad network of partners among faculty, scholars, graduate students, and administrators and committees in campus and UC system wide offices to support and advance the library's scholarly communication programs and goals, e.g., UCLA Academic Senate and Offices of Research, Intellectual Property and Information Technology, UC Office of Scholarly Communication, and California Digital Library.
- Develops effective communication and publicity to campus administrators, faculty, and scholar groups that explains, describes, and promotes library scholarly communication initiatives and library positions on current issues and controversies.
- Is informed of and keeps library and faculty up to date on national and international trends, legislation, and pending changes in intellectual property rights, commercial and academic/research scholarly publishing, and information technologies that affect access and preservation of scholarly information; plans and organizes regular campus events and programs in these areas.
- Leads UCLA Library participation in current and newly developed initiatives that encourage and enable faculty to manage their own copyright and improve the economics of and access to published research.
- Leads development and implementation of education program for Library staff on issues of scholarly communication.

#### Supervisory, Administrative & Leadership Responsibilities

- Provides leadership and has direct administrative responsibility for the library's Cataloging & Metadata Center, Print Acquisitions, Digital Collections Services, and the Department of Special Collections as well as other collection related units (these department heads report directly to the AUL/CM&SC).
- Is responsible for implementing the Library Strategic Plan and goals and objectives related to the position; initiates, directs, and evaluates other timely changes that move forward the organization, effectiveness, efficiency, and services of collection management, scholarly communication, and technical services.
- Chairs a number of standing library councils and committees and takes responsibility for ad hoc groups as assigned, e.g., chairs the Collection Management and Technical Services Councils, Scholarly Communication Steering Committee, and Special Collections Advisory Group.
- Upholds the highest levels of professional ethical standards and practices in all areas of responsibilities.
- Represents the UCLA Library at campus, UC system wide, state, national, and international levels in initiatives, programs and services, and appropriate committees and groups related to collection management, technical services, and scholarly communication, e.g., Collection Development Council and Scholarly Communications Officers Group.
- Develops library positions on current issues; recommends appropriate actions and active participation in new initiatives or programs; evaluates and assesses current role of the library in cooperative partnerships in the areas of responsibility.
- Develops and sustains strategic relationships with experts on and off campus and at UC system wide and national/international levels that inform, guide, and assess the Library's goals, participation, and positions in the areas of the AUL CM/SC responsibilities.

#### Required Qualifications

- ALA-accredited Master's Degree in Library or Information Science OR equivalent education and experience (subject expertise combined with professional library education and/or experience).
- Minimum 10 years and more of successful experience with increasing and significant management and supervisory responsibilities in a large academic or research institution library.
- Extensive knowledge of and a record of demonstrated leadership in collection development and scholarly communication at an Association of Research Libraries (ARL) Library or public library equivalent to the breadth and depth of UCLA.
- Proven ability to manage, allocate, and monitor collections and departmental budgets.
- Experience in evaluation and assessment methods, particularly as applied to areas of responsibilities for this position, and analysis of user input and feedback.
- Evidence of and record of leadership in planning for and implementation of change in a complex environment.
- Experience in developing programs, events, and activities that inform faculty and students, library staff and others about collection management and scholarly communication issues and that provide for broad discussion and input on library-university actions.
- Demonstrated skills in building and sustaining interpersonal relations (library staff, campus administrations, faculty and students, off campus faculty and administrators, donors).
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Excellent organizational, time, and project management skills.
- Excellent oral and written communication skills and interpersonal skills.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork within the organization.

- Commitment to fostering a diverse educational environment and workplace and ability to work with a diverse student and faculty population.
- Capacity to thrive in the exciting, ambiguous, future-oriented environment of a world-class research institution and to respond effectively to changing needs and priorities.
- Commitment to professional issues, demonstrated through strong interest in local or national committee work, research, publication, etc., in collection management, scholarly communication, and technical services.

### **Desired Qualifications**

- Advanced degree (subject master's or doctoral) in a relevant discipline.
- Facility in a language other than English.
- Professional experience in a research library system and/or consortia environment.
- Record of teaching or scholarship.
- Active leadership (elective, appointive, significant committee positions) in professional and/or scholarly organizations.

### **General Information**

This position may be appointed in either the Associate University Librarian series, an academic title series, or in the Associate Director series, a Management and Senior Professional title series in the University of California system. Associate University Librarians at UCLA are academic appointees on 12-month contracts and are appointed by the University Librarian and generally have professional backgrounds in libraries. Associate Directors are appointed in the Management and Senior Professional (MSP) series and are professional employees employed on 12-month basis. Candidates will have demonstrated skills and abilities in leadership, administration, strategic planning, analysis, innovation, creativity, and flexibility and should possess the ability to view issues from a broad library-wide perspective and to function effectively in a fast-paced, team-based environment.

Academic appointees are entitled to appropriate professional leave, two days per month for vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. MSP appointees are entitled to appropriate professional leave and earn vacation and sick leave monthly (hours vary based on length of service). The University of California has an excellent retirement systems and sponsors a wide variety of group health, dental, vision, and life insurance plans in addition to other benefits. Relocation assistance provided.

### **Application Procedures**

Anyone wishing to be considered for this position should apply to Janice Koyama, UCLA Library, Library Human Resources, 11617 Charles E. Young Research Library, Box 951575, Los Angeles, CA, 90095-1575.

E-mail applications encouraged and can be sent to <[jobs-hr@library.ucla.edu](mailto:jobs-hr@library.ucla.edu)>. Applications should include:

- a cover letter summarizing qualifications and experience;
- a statement (no longer than one page) of professional philosophy on the areas of collection management, scholarly communication, technical services;
- a current resume/vita detailing education and relevant experience; and
- the names, phone and fax numbers, and addresses (mail; email) for at least three professional references, at least one of which must be a current or previous supervisor (applicants should indicate in a few words their professional relationship to each reference).

**Candidates applying by November 27, 2006 will be given first consideration.** UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

***UCLA is an Equal Opportunity/Affirmative Action/ADA-compliant employer. Under federal law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment is contingent upon completion of satisfactory background investigation.***

***Visit the UCLA Library Employment Opportunities Web site at  
<<http://www2.library.ucla.edu/about/employment.cfm>>***