



UNIVERSITY OF CALIFORNIA
SANTA CRUZ

UNIVERSITY OF CALIFORNIA, SANTA CRUZ
UNIVERSITY LIBRARY, SPECIAL COLLECTIONS AND ARCHIVES
Outreach and Exhibits Librarian (Assistant, Associate, or Full Librarian, Potential Career)

The University Library at the University of California, Santa Cruz (UCSC) invites applications for the newly created position of Outreach and Exhibits Librarian, reporting directly to the Head of Special Collections and Archives. The University Library seeks a knowledgeable, innovative, and service-oriented professional to coordinate outreach and exhibits for the Special Collections & Archives department. A growing number of scholars and students are using rare books, manuscripts, and archives in new and increasingly complex ways. In support of research and teaching, the Outreach and Exhibits Librarian is responsible for coordinating exhibits, outreach, programming, and reference for Special Collections & Archives. The Outreach and Exhibits Librarian also serves as registrar for loans.

The Special Collections & Archives department at the UC Santa Cruz University Library acquires and manages rare book and primary source collections to support and enrich research, teaching, and learning at UC Santa Cruz, to the international community of scholars, and to the general public. Special Collections & Archives holdings include a significant book collection including an unusually large number of artists' books, fine press, and early printing as well as over 500 archival collections, with particular strengths in 20th century photography, literature, art, music, and astronomy.

The successful candidate will:

Collaborate with staff in Special Collections and across the library to oversee an instructional outreach program that features the holdings of the department and supports the teaching mission of UC Santa Cruz.

- Provide programs and services that publicize the collections through exhibits and outreach activities including tours, presentations, public events, and outreach sessions with constituents on campus and in the greater Santa Cruz County community.
- Supervise and collaborate with the Public Services Coordinator to provide reference services and fulfill requests for reproductions and permissions related to the Collection. In consultation with the department head and in collaboration with the public services coordinator, implement policies and procedures for reference, duplication, access, and reading room services in accordance with identified standards and best practices.
- Serve 4-6 hours per week at the reference desk.
- Plan, coordinate and promote all Special Collections exhibits and serve as exhibitions registrar for external loans. Collaborate with the Digital Scholarship and Commons and Digital Initiatives staff on digital exhibits and with the archivist for the Center for Archival Research and Training (CART) to supervise exhibits curated by graduate student CART fellows.
- Serve as the collection development lead for book and serial collections in Special Collections, including rare books, in consultation with the Department Head.
- Coordinate the maintenance of the Special Collections website and collaborate with Library Development to promote Special Collections holdings.
- Participate actively in the rare books and manuscripts and library profession.
- Share responsibility for rights management with Special Collections Department Head.

RANK: Assistant, Associate, or Full Librarian, Potential Career

SALARY: Commensurate with qualifications and experience

BASIC QUALIFICATIONS:

- A graduate degree in library science from an ALA-accredited institution, or a graduate degree in archival studies, or equivalent combination of education and experience.
- Minimum of three years of recent experience in a special collections setting with experience in reference, outreach, and exhibit curation
- Formal coursework or training in rare books, and/or special collections librarianship and/or museum studies.
- Formal coursework, training, or experience with intellectual property issues related to libraries, archives and special collections.

- Experience with the standards, ethics, security guidelines, and best practices in use by special collections professionals and related professional groups including ACRL's Rare books and Manuscripts Section, the Society of American Archivists and the American Alliance of Museums.
- Experience or training in planning, implementing, and assessing user-centered services.
- Minimum of one year of supervisory experience that includes training and directing the work of library assistants and/ or student assistants.

PREFERRED QUALIFICATIONS:

- 5 years of professional experience in an academic special collections and archives environment.
- Formal coursework, training, or experience in the acquisition and description of rare books.
- Formal coursework, training, or experience in conservation, rights management, and exhibition loan procedures.
- Reading skills in one or more of the following languages: Latin, Greek, French, German, or Italian.
- Formal coursework or training in primary source literacy, object-based pedagogical strategy, and/or active learning techniques using primary sources and/or special collections.
- Familiarity with the Aeon client interface.
- Evidence of successful teamwork.
- Excellent organizational and time management skills; ability to successfully balance and complete multiple assignments and projects.

POSITION AVAILABLE: Immediately

TO APPLY: Applications are accepted via the UCSC Academic Recruit online system, and must include a letter of application addressing how you meet the qualifications; curriculum vitae; three confidential letters of reference*; and a statement of contributions to diversity addressing past and/or potential contributions to diversity. Documents/materials must be submitted as PDF files.

APPLY AT <https://recruit.ucsc.edu/apply/JPF00432>

Refer to Position **#JPF00432-17T** in all correspondence.

*All letters will be treated as confidential per University of California policy and California state law. For any reference letter provided via a third party (i.e., dossier service, career center), direct the author to UCSC's confidentiality statement at <http://apo.ucsc.edu/confstm.htm>.

CLOSING DATE: Review of applications will begin on March 20, 2017. To ensure full consideration, applications should be complete by this date. The position will remain open until filled, but not later than 6/30/2017.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University's equal employment opportunity policies may be directed to: Office for Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064; (831) 459-2686.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check. More information is available here or from the Academic Personnel Office (APO) at (831) 459-4300.

UCSC is a smoke & tobacco-free campus.

If you need accommodation due to a disability, please contact the Academic Personnel Office at apo@ucsc.edu (831) 459-4300.

VISIT THE APO WEB SITE AT: <http://apo.ucsc.edu>

2/14/2017