

Staffing

UNIVERSITY OF CALGARY

University of Calgary Press

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Administrative Services and Faculty Affairs

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www.uflib.ufl.edu/pers/

POSITION VACANCY ANNOUNCEMENT

POSITION: LibraryPress@UF Coordinator - Library Coordinator 2

REPORTS TO: Digital Scholarship Librarian

SALARY: \$48,500 annually. Actual salary will reflect selected professional's experience and credentials

JOB NO: 502955

DEADLINE DATE: August 15, 2017, applications will be reviewed as received

JOB SUMMARY

In 2016, the Libraries and the University of Florida Press began a new collaboration on the LibraryPress@UF, an imprint of the University of Florida Press. The LibraryPress@UF Coordinator (Coordinator) is a new position that operates within the George A. Smathers Libraries to ensure coordinated and consistent activities for the LibraryPress@UF. The Coordinator will collaboratively build and start-up the LibraryPress@UF as a new program, creating, developing, and directing the strategic planning process.

The Coordinator supports production and development needs for all LibraryPress@UF imprint works (e.g., new publications, republications, expanded editions, digital works, etc.) for design, layout, creation, coordination on metadata (e.g., library records, CIP, and publisher information), developing and maintaining design files and processes, and overall production needs. The LibraryPress@UF focuses on works that are born digital, with print-on-demand options integrated with sole source production, and with digital files hosted as Open Access through the Libraries. The Coordinator provides support to academic faculty collaborating with the Libraries on publishing efforts, and provides support for scholars regarding enhanced monographs in collaboration with the UF Press. Attends relevant conferences (e.g., Association of American University Presses, Library Publishing Forum) for sharing of UF activities and development of best practices.

The Coordinator plays a critical role for enhancing and expanding the existing relationship and activities by serving as a core contact with the UF Press, including for new opportunities in regards to online journals; enhanced monographs; shared events; and collaborative grants including the Open Book Program grant to re-enliven out of print books.

RESPONSIBILITIES

Production for the LibraryPress@UF and UF Press Enhanced Monographs

- Collaborates and coordinates production and promotion for LibraryPress@UF publications and UF Press Enhanced Monographs
- Collaborates and coordinates for the development of new activities and services, and consistency of ongoing operations

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- Collaborates with librarians and authors on production of LibraryPress@UF publications
- Collaborates with the UF Press, scholars, liaison librarians, and Digital Production Services for developing enhanced monographs with the UF Press that simultaneously support collection development in the Libraries
- Collaborates with Digital Production Services to ensure support for ongoing publishing programs and initiatives, including textbooks for Orange Grove Texts Plus
- Collaborates on publications with the LibraryPress@UF that promote and further the goals for library collections
- Liaises with author/creators on rights and permissions needed for new works
- Liaises with Digital Production Services for new publication needs including ePUB and other formats, supporting the development and planning transition to ongoing operations as appropriate new technologies and processes are identified
- Supports potential new authors in completing the Publication Information Sheet, describing the content and the format of the work to be published; coordinates reports and materials for review by the Editor-in-Chief and Directors of the LibraryPress@UF

Assessment and Reporting

- Collaborates and coordinates a rigorous program of tracking and assessment for production and program activities, working with the Libraries and UF Press for ongoing development of the LibraryPress@UF
- Collaborates to develop integrated workflows, promotion plans, and measures and methods for tracking and assessment of all activities
- Creates and maintains documentation on all author/creator agreements, production status of new publications, and workflow documentation for future optimization and integration
- Collaboratively develops reports and supports activities in relation journals with OJS as used by the Libraries and for future opportunities in collaboration with the UF Press
- Stays current in best practices for digital scholarly publishing and is familiar with a wide variety of academic projects and programs across the nation and world

Promotion, Digital Scholarship & Publishing Training

- Collaborates with the Director of Marketing to coordinate development of marketing plans for new publications and for the LibraryPress@UF overall, and for undertaking the activities in the marketing plans including the use of web and social media
- Collaborates with social media managers in the Libraries and Press for promotion
- Maintains compliance with UF social media policies, and Libraries and UF web standards, policies and practices
- Plans, recruits trainers, and provides training within the Libraries and across UF as appropriate, and provisions trainings with attendant resources for the library publishing, publishing, and digital scholarship
- Provides and coordinates support for non-credit and for-credit trainings and internships in publishing and digital scholarship
- Coordinates and supports planning and implementing events and activities in support of digital scholarly publishing at UF, including events and activities that enrich the community of practice for reviewers, editors, and collaborators across UF, the Libraries, and the UF Press

Other Duties as Assigned

- Serves on various committees and task forces at the Library and University level.
- Participates in sessions at state and national conferences.
- Participates in other departmental activities and special projects as assigned.
- Participates in staff development opportunities as needed.
- Performs other duties as needed.

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QUALIFICATIONS

Required:

Bachelor's degree in an appropriate area of specialization and four years of related library experience; or a master's degree in Library or Information Science or some other directly relevant area.

Preferred:

- Ability to work both independently and collaboratively as part of a team within a culturally diverse user community of faculty, students, administrators and the general public
- Three years of academic or research library, or publishing, experience
- Master's degree in a relevant field or professional certificate
- Knowledge of publishing technologies, particularly digital publication and digital tools for print publication, and print on demand
- Excellent visioning, planning, analytical and organizational skills
- Strong analytical skills and experience in planning and setting priorities
- Initiative, flexibility and the ability to adapt and work creatively in a complex, rapidly changing academic environment
- Familiarity with academic publishing research trends
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work
- Articulate and persuasive written and oral communication skills
- Experience with text encoding and markup (e.g., Adobe InDesign and InCopy, XHTML, CSS, markdown, ePub)
- Experience in project management and project portfolio management for simultaneously managing multiple projects

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>.

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.

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Windsor & Downs Press

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Harriett Green, Head of Scholarly Communication and Publishing

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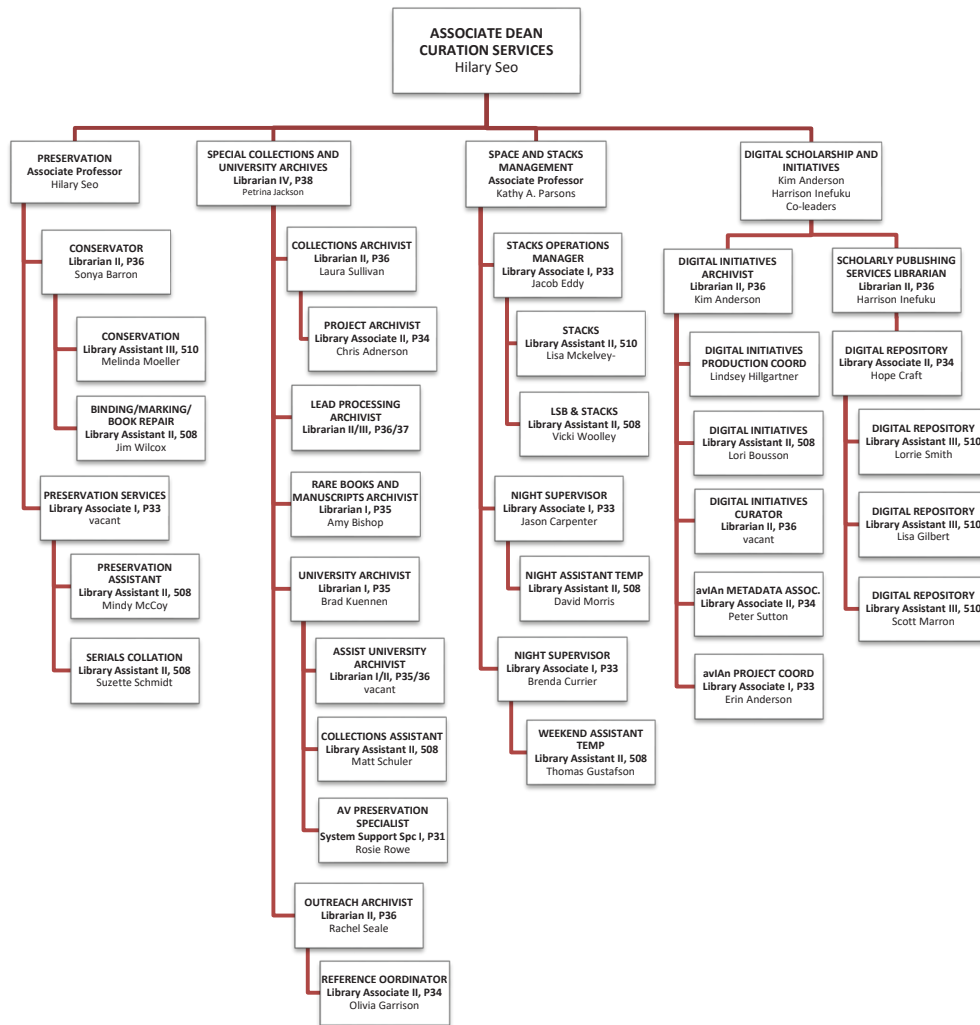
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IOWA STATE UNIVERSITY LIBRARY
Curation Services Organization Chart

Iowa State University Library
Curation Services Organization Chart



ISU Library. Organization Charts – Curation Services (11-28-2016)

**MICHIGAN PUBLISHING**
UNIVERSITY OF MICHIGAN LIBRARY

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Purdue University Press

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Purdue University Press (and Scholarly Publishing Services) Staff

**Director, Purdue University Press
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Peter Froehlich
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Peter works with series editors and independently to acquire manuscripts for publication. He is also in charge of strategy, general administration, budgeting, and subsidiary rights. Peter reports to the dean of Libraries and is an integral member of the Libraries' senior leadership team.



Sales and Marketing Strategic Manager

Bryan Shaffer
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Bryan is in charge of sales and marketing for Purdue University Press journals and books. He is also charged with increasing impact, dissemination, and discoverability of titles published through Scholarly Publishing Services. Bryan supervises marketing team members, manages existing revenue streams, and collaborates with the director on managing brands and leveraging new means of driving awareness and use of Open Access titles and grant-funded initiatives.



Editorial, Design, and Production Strategic Manager

Katherine Purple
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Katherine is in charge of the full production process and its subprocesses, from the time final manuscripts have been submitted, through copyediting, typesetting, design, XML conversion, to final publication. Katherine also is in charge of all house styles. She supervises EDP team members and manages the print and electronic publishing processes for all Purdue University Press and Scholarly Publishing Services publications.



Senior Production Editor

Kelley Kimm
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Kelley is half employed by the Press and half by the Joint Transportation Research Program (JTRP). Her JTRP responsibilities include the management of both review and production processes for around 20-30 technical reports per year. For the Press she works mainly on books, both copyediting and typesetting volumes. She was previously employed by Elsevier's health sciences books division.



Production Editor

Dianna Gilroy
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E-mail: dianna@purdue.edu

Dianna devotes half her time to being Managing Editor for *Shofar: An Interdisciplinary Journal of Jewish Studies*. Her work for the Press includes the copyediting and typesetting of volumes in the Shofar Supplements in Jewish Studies, Comparative Cultural Studies, and Central European Studies series. Before taking her full-time position in July 2012, she previously worked as a graduate research assistant for the Press.



PURDUE UNIVERSITY LIBRARIES

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Scholarly Publishing Specialist

Nina Collins
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Nina provides outreach and engagement, serving as the primary contact for the Scholarly Publishing Services unit for faculty, users, disciplinary liaisons, and technology partners. She builds relationships with researchers to explore digital publication and preservation of their work; and, serves as an advocate for their communication goals.



Digital Repository Specialist

Marcy Wilhelm-South
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Marcy devotes most of her time to HABRI Central, the disciplinary repository for human-animal bond studies, but also works with authors whose work is made available through Purdue e-Pubs. She is a trained librarian and scholarly communication specialist who previously worked at Butler University in Indianapolis.



Assistant Production Editor

Alexandra Hoff
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Alexandra is half employed by the Press and half by the Joint Transportation Research Program (JTRP). Her responsibilities include editing and typesetting technical reports, journal articles, and book projects.



Assistant Production Editor

Liza Hagerman
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Liza assists the managing editorial team in guiding manuscripts through the editorial and production processes, which entails editing and typesetting journal articles and book projects; liaising with authors, editors, and vendors; and ensuring quality control. She spends most of her time working on the Press and Scholarly Publishing Services Open Access journals. Prior to joining the Purdue Press, she graduated from the Publishing Institute at the University of Denver.



Graphic Designer

Lindsey Organ
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Lindsey works half-time for the Press and half-time directly for Purdue University Libraries. Lindsey primarily designs print and digital materials including book covers and dust jackets, the Libraries' annual publication of *VOLUME*, advertisements, posters, brochures, packets, illustrations, and other promotional materials.



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Purdue University Press (and Scholarly Publishing Services) Staff

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Jenny maintains and updates the social media presence for the Press, organizes mailings of review copies, writes and coordinates guest posts to our blog, and seeks out new angles to promote all projects.

Administrative Assistant

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Becki is the first point of contact for prospective authors/general inquiries. She manages the peer review and contract process for books. She also assists with marketing, processes royalty reports, and is the liaison with the Business Office. In general, she supports the administrative operations of the Press and Scholarly Publishing Services. She also serves as secretary to the Editorial Board, organizing their meetings and taking minutes.

Webmaster

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Director of Financial Affairs

Heather Oakley
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Heather oversees the Libraries Business Office and supports the Press and Scholarly Publishing Services in all financial matters.

Director of Strategic Communication

Vacant
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Supports the Press and Scholarly Publishing Services in the creation of project announcements and collaborative projects throughout the Libraries and across the University.

Director of Advancement

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Supports the Press and Scholarly Publishing Services by creating new and strengthening existing relationships with donors and assists in a variety of author events on-campus.

Director of Information Technology

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Lisa oversees the Libraries Information Technology Department which provides full technology support to the Press and Scholarly Publishing Services.


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Newfound Press

A digital imprint of the University of Tennessee Libraries

About Newfound Press

The University of Tennessee Libraries launched its digital imprint, Newfound Press, in 2005 to develop a framework for making scholarly and specialized works available through effective and open systems of scholarly communication. Newfound Press extends frontiers of learning by publishing peer-reviewed works in all disciplines, encompassing scientific research, humanistic scholarship, and artistic creation.

Universities are both creators and consumers in the information economy. A digital library press offers the potential for making scholarly and specialized resources widely available at a reasonable cost. As the research community becomes more aware of the economics of scholarly publishing and its impact on access to their scholarly work, faculty and librarians are collaborating on alternatives to traditional publishing that ensure wide dissemination of research results at a reasonable cost. Fortunately, the Internet and digital scholarship have the potential to change the publishing environment dramatically.


[Newfound Press Business Plan, 2008-2011](#)

Newfound Press Staff

Holly Mercer, Associate Dean and Director, Newfound Press

Provides strategic and innovative direction and oversight of dynamic library programs to support and sustain faculty research through digital scholarship, data services, and intellectual property rights. Develops and maintains a broad network of partners among faculty, scholars, graduate students and administrators to support and advance the library's scholarly communication programs and goals.


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Jayne Smith, Technical Editor

Produces online publications in monograph and journal formats. Manages Newfound Press permissions related to publication. Incorporates open source and commercial software into publications design. Provides training for the use of publishing services. Provides information about issues related to processes, structures, functions, and technologies of scholarly communication.

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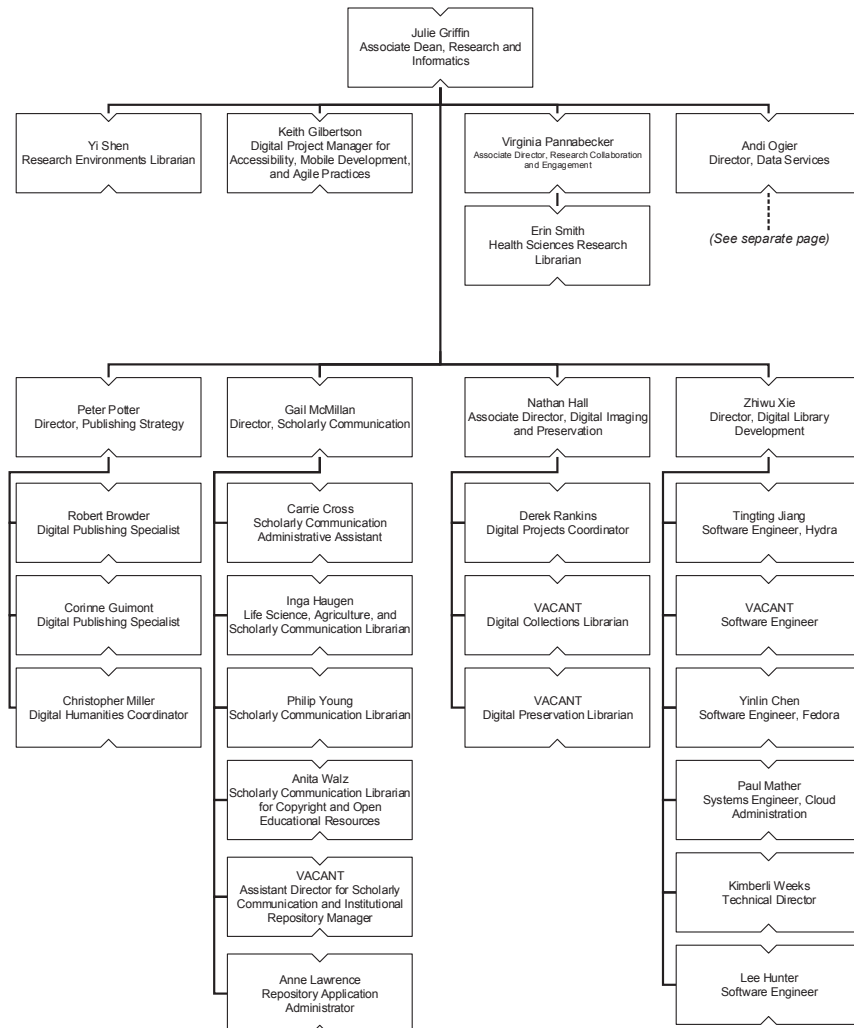


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