

Research Libraries Position Description Bank, Functional Area

Definitions:

Functional Area	Definition
Senior Management	Senior managers such as Director/Dean, Associate Director/Dean, Assistant Director/Dean, etc.
Branch/Unit/Department Management	Managers with primary responsibility for leading/supervising discrete operational or functional areas
Access Services	Primary responsibilities include: providing access to material and services through units such as circulation, ILL, course reserves, etc.
Acquisitions	Primary responsibilities include: acquiring and receiving library materials and resources
Archiving/Curatorial/Rare Books	Primary responsibilities include: maintaining and/or promoting archival materials or a special collection
Assessment	Primary responsibilities include: assessing library services and programs
Cataloging/Bibliographic Control/Metadata	Primary responsibilities include: providing user access to library resources by managing the creation, maintenance, and loading of metadata
Circulation	Primary responsibilities include: managing the process of checking materials in and out and shelving materials
Clerical/Administrative Support	Clerical/Administrative Support
Collection Development/Management	Primary responsibilities include: overseeing the selection of materials and/or managing collections
Communications/Public Information	Primary responsibilities include: generating and coordinating public relations and information efforts
Data Curation	Primary responsibilities include: managing the lifecycle of digital/data materials for preservation, access and use
Development/Fundraising	Primary responsibilities include: various aspects of fundraising and generating gifts

Digital Services	Primary responsibilities include: activities related to digitization and digital curation of digital resources
Distance Learning	Primary responsibilities include: providing services to distance learning population
Document Delivery	Primary responsibilities include: delivering requested materials
Electronic Resources	Primary responsibilities include: ensuring the development and coordination of electronic products and services, often including activities related to database subscriptions, link resolvers, and vendor liaising
Exhibits	Primary responsibilities include: coordinating and developing library exhibits
Facilities/Security	Primary responsibilities include: managing library facilities and/or security
Finance/Budget/Accounting	Primary responsibilities include: managing fiscal operations
GIS Systems/Data	Primary responsibilities include: providing expertise in geographic information systems, related tools and resources, and supports access to geo-spatial
Government Documents	Primary responsibilities include: managing information produced by government agencies
Grants Management	Primary responsibilities include: grant writing and/or proposal development; and/or grants management
Human Resources/Organizational Development	Primary responsibilities include: overseeing human resources and/or organizational development functions
Information Technology/Systems	Primary responsibilities include: providing systems and information technology services
Instruction	Primary responsibilities include: designing and delivering instructional programs designed to teach library users how to locate, use and evaluate resources and promote information literacy
Integrated Library System	Primary responsibilities include: overseeing an integrated library system used to track items owned, orders made, bills paid and materials loaned
InterLibrary Loan	Primary responsibilities include: oversight of loaning and borrowing services from one library to another

Liaison	Primary responsibilities include: providing library information and services to faculty and students in an assigned area
Media/Multi-Media Specialist	Primary responsibilities include: managing multimedia equipment, productions and/or files
Off-Site Storage	Primary responsibilities include: oversight of storage facility used to accommodate library materials
Outreach Services	Primary responsibilities include: promoting library services that support equitable access to information to traditional and nontraditional patrons
Preservation/Conservation	Primary responsibilities include: maintaining and restoring access to physical artifacts, documents and records through treatment and prevention of decay and damage
Press/Publishing	Primary responsibilities include: publishing activities and may include university press operations within the library
Reference/Research	Primary responsibilities include: providing research and reference assistance to patrons
Scholarly Communication/Copyright	Primary responsibilities include: providing expertise on copyright, intellectual property and/or scholarly publishing
Shared Collections	Primary responsibilities include: oversight of shared collection services and/or management
Staff Development/Training	Primary responsibilities include: oversight of library staff training and development programs and services
Subject Specialist	Primary responsibilities include: providing library services in a specific area of expertise

This is available within the RL PD Bank system when adding new positions:

<https://arlpdbank.uflib.ufl.edu/QuestionHelp.aspx?qid=6>