

## COLLECTIONS CARE COORDINATOR PRESERVATION SERVICES UNIT

Academic Professional  
University of Illinois Library at Urbana-Champaign

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**Position Available:** This position is available as soon as possible. This is a 100%-time, permanent, twelve-month appointment Academic Professional position in the University Library.

The University Library of the University of Illinois at Urbana-Champaign values diversity of thought, perspective, experience and people, and is actively committed to a culture of inclusion and respect. We are dedicated to the practices of social justice, diversity, and equality, and strive to overcome historical and divisive biases in our society and embrace diverse points of view as assets to the fabric of our community. All positions are called on to contribute to building this environment in the Library and throughout the campus community, and we encourage candidates to apply who share these values.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.

### Duties and Responsibilities

Reporting to the Head of Preservation Services, the Collections Care Coordinator will establish programs and workflows in support of the care of the University Library's massive book, journal, and other paper-based and visual collections, as well as managing preventative maintenance operations within the larger preservation program which encompasses conservation, preservation, and digitization services. Specific duties include:

- Provide leadership to the broader paper-based preservation program with specific attention toward ensuring use of best practices for environmental monitoring, integrated pest management, and stacks maintenance
- Oversee tracking and management of materials' movement throughout the Preservation Services program using internal databases and the Library's integrated library system (ILS)
- Supervise bindery preparations staff, graduate assistants, and hourly staff in support of collections care efforts
- Lead disaster planning and recovery for the Preservation Services Unit
- Maintain critical working relationships with units and groups that are engaged in preservation, curation, and access to paper-based Library materials; including those within Preservation Services as well as units such as those in the Special Collections Division, Acquisitions and Cataloging Services, Collection Management Services, and other appropriate library and campus units
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- Serve as a point person for questions related to preservation of damaged paper-based material and serve as primary preservation liaison with conservation staff

~~— May assist in the preparation of grant proposals, education, and outreach efforts~~

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- Other related duties may be assigned as the incumbent gains familiarity with the position and institutional environment.

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### Qualifications

**Required:** Master's degree in Library and Information Science and/or Conservation from a recognized program; Demonstrated knowledge of book and paper preservation and/or conservation principles and practices as evidenced by coursework or work experience; Prior professional or pre-professional experience in a library or archives environment; Excellent written and oral communication skills; Demonstrated ability to work collegially and collaboratively with others in a team environment.

**Preferred:** Supervisory experience; One or more years working collaboratively in an academic library and/or archives; One or more years of professional experience work in library, archives, museum, or other cultural heritage collections care; Demonstrated experience with environmental monitoring, pest management, or disaster planning in a cultural heritage environment; Demonstrated experience in dealing with the intellectual issues involved in the use of research library collections; Experience with databases and integrated library systems.

**Salary:** Salary is competitive and commensurate with experience and credentials.

**Terms of appointment:** Twelve-month appointment; 24 annual vacation days; 11 annual paid holidays; 12 annual sick-leave days (cumulative), plus an additional 13 sick-leave days (non-cumulative) available, if needed, each year; health insurance requiring a small co-payment is provided to employee (with the option to purchase coverage for spouse and dependents); required participation in State Universities Retirement System (SURS) (8% of annual salary is withheld and is refundable upon termination), with several options for participation in additional retirement plans; newly-hired employees are covered by the Medicare portion of Social Security and are subject to its deduction.

### Environment

The University of Illinois at Urbana-Champaign (U of I) Library is a leader in the delivery of user services, and active programs in information, instructional, access, and scholarly services help the Library to maintain its place at the intellectual heart of the campus. The Library also holds one of the preeminent research collections in the world, encompassing more than 12 million volumes and a total of more than 23 million items. The Library is committed to maintaining the strongest collections and service programs possible, and to engaging in research, development, and scholarly practice - all of which support the University's missions of teaching, research, and public engagement. The Library employs approximately 90 faculty members, and more than 300 academic

professionals, staff, and graduate assistants. For more information, see:  
<http://www.library.illinois.edu/>

The Preservation Services Unit at the University of Illinois Library operates with the holistic vision of developing a comprehensive preservation, conservation, and imaging program for the entire library system. For more information on the Preservation Services program, visit <https://www.library.illinois.edu/staff/preservation>.

Academic Professional employees are encouraged to use “investigation time” to pursue areas of interest, not directly in support of an immediate program need, in accordance with the University Library’s policy on Investigation Time for Academic Professional Employees <<http://www.library.illinois.edu/administration/human/resources/investigationtime.html>>. Some investigations originating in this manner may evolve into regular work assignments or production activities.

**Campus and Community:** The University of Illinois at Urbana-Champaign is a comprehensive and major public land-grant university (Doctoral/Research University-Extensive) that is ranked among the best in the world. Chartered in 1867, it provides undergraduate and graduate education in more than 150 fields of study, conducts theoretical and applied research, and provides public service to the state and the nation. It employs 3,000 faculty members who serve 31,000 undergraduates and 12,000 graduate and professional students; approximately 25% of faculty receives campus-wide recognition each year for excellence in teaching. More information about the campus is available at [www.illinois.edu](http://www.illinois.edu).

The University is located in the twin cities of Champaign and Urbana, which have a combined population of 100,000 and are situated about 140 miles south of Chicago, 120 miles west of Indianapolis, and 170 northeast of St. Louis. The University and its surrounding communities offer a cultural and recreational environment ideally suited to the work of a major research institution. For more information about the community, visit:  
<http://illinois.edu/about/community/community.html> or <http://www.ccchamber.org/>.

**To Apply:** To ensure full consideration, please complete your candidate profile at <https://jobs.illinois.edu> and upload a letter of interest, resume, contact information including email addresses for three professional references. Applications not submitted through this website will not be considered. For questions, please call: 217-333-8169.

**Deadline:** In order to ensure full consideration, applications and nominations must be received by ~~XX~~ August 2, 2019.

***The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.***  
***[www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)***