

**Acting Head, AFA Library
Sabbatical Replacement
Position #258
USC Libraries
University of Southern California**

POSITION SUMMARY

The University of Southern California (USC) Libraries is seeking a public service oriented contract librarian for a sabbatical replacement appointment at the Helen Topping Architecture and Fine Arts (AFA) Library. Reporting to the Director, Division I, the Acting Head will provide leadership and management in the development of architecture, art history, and fine arts-related information resources and services. The Acting Head will oversee the AFA Library's staffing and operations. Working collaboratively with other librarians and staff, the Acting Head will provide reference, instruction, collection development, and outreach to the university, with an emphasis on architecture, art history, and fine arts disciplines.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

Founded in 1879, USC is an international center of learning, enrolling more than 33,500 FTE undergraduate, graduate, and professional students on the University Park and the Health Sciences campuses and offering degrees through its College of Letters, Arts, and Sciences, Graduate School, and 17 professional schools. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages the pursuit of knowledge across academic and geographic boundaries. USC ranks in the top 10 among private research universities in the United States in federally funded research and in voluntary support.

For more information, see <http://www.usc.edu>.

USC LIBRARIES

The USC Libraries house, in the Doheny Memorial Library and fourteen specialized libraries, collections of over 4,000,000 volumes, more than 5,700,000 microforms, 3,100,000 graphic materials, and nearly 48,000 linear feet of manuscripts and archives. USC Libraries provides access to over 79,000 serials in print and electronic formats. In addition, the USC Digital Library ranks among the top 10% of academic repositories with 350,000 digital objects, 16 TB of data, and an annual growth rate of 6%. The USC Libraries organization comprises 190 staff and 62 librarians, with a budget of approximately \$40 million. Further information about USC Libraries is available at: <http://www.usc.edu/libraries>.

HELEN TOPPING ARCHITECTURE AND FINE ARTS LIBRARY

Founded in 1925, the AFA Library holds approximately 70,000 volumes of monographs and bound journals covering architecture, fine arts, and art and architecture history, and over 800 videos and DVDs. The AFA Library is a primary resource for the School of Architecture, the Roski School of Fine Arts, and the Department of Art History. For more information, see:

<http://www.usc.edu/libraries/locations/arts/>.

Roski School of Fine Arts

The Roski School of Fine Arts, founded in 1896, provides a well-balanced education in the creative, interpretive and critical processes essential to practicing art. It employs 21 full time faculty and over 40 part time faculty, with close to 300 undergraduate and 50 graduate students. The school offers Bachelors, Masters and dual graduate degrees. For more information, please visit <http://roski.usc.edu/>.

School of Architecture

The School of Architecture, the oldest school of its kind in the Western United States, has produced graduates who have distinguished themselves as leaders of the profession and have had a profound impact upon architecture in Los Angeles and around the world. It was founded in 1916, employs 25 full time faculty and over 60 part time faculty, with an enrollment of approximately 500 undergraduate students and 100 graduate students. It offers Bachelors, Masters, and Ph.D. degrees. For additional information, please visit <http://arch.usc.edu/>.

Department of Art History

The Department of Art History is in the College of Letters Arts and Sciences. It employs 18 art history and cross-disciplinary faculty, 6 lecturers and has 80 graduate students. It offers Bachelors and Ph.D. degrees and several graduate certifications. For further information, please visit <http://college.usc.edu/ahis/home/>.

RESPONSIBILITIES AND DUTIES

Reporting to the Director, Public Services Division I, the Acting Head of the AFA Library will have primary responsibility for providing in-person and virtual reference, research consultation, and instructional services principally in the disciplines of architecture, fine arts, and art history. In addition, the Acting Head will work on collection development, responding to requests for course-related materials and to faculty and student research needs, and oversee the day-to-day operation of the AFA Library, which includes 1.75 FTE staff.

The Acting Head will collaborate with other librarians and staff in the USC Libraries on reference, instruction, outreach, collection development, and collection management. The Acting Head **will be expected to spend on average at least 15 scheduled hours per week providing reference and instruction services**. The Acting Head will create and maintain library web pages and incorporate appropriate technologies to deliver services. Some weekend and evening hours may be required.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications:

MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC. At least two years experience as a reference, **instruction**, or collection development librarian in an arts or humanities library setting; a strong customer-service orientation; **management and supervisory experience; familiarity with outreach activities**; ability to work in a collegial, consultative environment; ability to manage multiple priorities and meet deadlines; experience working with people from diverse cultural backgrounds; and excellent oral and written communication skills.

Desirable qualifications:

Master's degree in an arts or humanities related field; experience in an academic library setting; familiarity with multimedia/digital media applications; experience with web-authoring; and knowledge of relevant trends, techniques, and issues in academia and library service.

APPOINTMENT RANK/SALARY

Librarian II (Contract) or Librarian III (Contract): Rank and salary commensurate with experience and qualifications. Librarians at USC have faculty status.

BENEFITS

This position is full-time on a 12-month contract. Benefits include a choice of retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents).

APPLICATION PROCEDURE

Applications must be submitted via electronic mail. Candidates should submit a letter of application, full curriculum vitae (including telephone and e-mail address), and the names, addresses, telephone numbers, and email addresses of at least six references to:

Nannette Edelman, Coordinator
libfacjobs@usc.edu
Subject: Search Committee # 258
USC Libraries
University of Southern California

Closing date for applications: August 1, 2009.

For more information about this position, contact Shahla Bahavar, Chair of the Search Committee, at bahavar@usc.edu.

The University of Southern California values diversity and is committed to equal opportunity in employment.

USC is an EO/AA Employer.

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