



Position Profile

Head of Collections and Resource Description

J. Willard Marriott Library

October 2024

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## THE INSTITUTION



The **University of Utah** (the U) is the state's flagship institution of higher education, with 18 schools and colleges, more than 100 undergraduate and 90 graduate degree programs, and an enrollment of more than 35,000 students. Our enrollment has steadily increased over the last 10 years and is on track to reach 40,000 in the next 10. In 2019, the University joined the Association of American Universities, an invitation-only, prestigious group of 65 leading research institutions marked by excellence in academic expertise and research impact, student success, and securing resources in support of core missions, which are focused on serving the increasingly diverse student population at the U. In fact, the U's initiative to raise research funds has a positive impact on our ability to grow collections and support new research. The U raised [\\$768 Million in '23](#) and [\\$650 Million in '24](#). In Fall 2023, the U welcomed its largest ever class of incoming freshmen: 5,550 students representing 49 states and 38 countries. 25% of undergraduates identify as first-generation students.

Under President Taylor Randall's direction, the University has launched a [strategic planning process](#) looking ahead through 2030. Our ambitious vision is centered on inspiring student success, innovating & generating discoveries through research, and serving our state to make an impact on our 3.5 million residents. The plan acknowledges the [changing needs of our state](#) and challenges us to become a top 10 university.

Learn more at [about.utah.edu/](https://about.utah.edu/).



# THE J. WILLARD MARRIOTT LIBRARY

*MISSION: The Marriott Library inspires the creation, discovery, and use of knowledge for Utah and the world.*

The J. Willard Marriott Library is a member of the Association of Research Libraries (ARL) and is the flagship academic library for the Utah State System of Higher Education. It is the largest state-funded academic library in the six-state region of Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming and one of just 41 academic libraries in the US with a university press under its responsibility. The Marriott Library is integral to the teaching, research, and public life missions of the University of Utah. Library holdings include 4.6 million volumes and nearly 200 unique digital collections containing countless photographs, maps, books, audio recordings, newspaper articles, and other items. The library currently serves over 35,000 students at the University of Utah, approximately 23,000 faculty and staff, and researchers worldwide. As one of 80 Patent and Trademark Resource Centers in the United States, the library offers extensive patent and trademark research assistance to patrons. Interior space within the library stands at 516,000 net square feet. To learn more visit: [lib.utah.edu](http://lib.utah.edu).

The University of Utah Libraries are members of the Greater Western Library Alliance (GWLA), Lyris, Center for Research Libraries (CRL), and the Utah Academic Library Consortia (UALC). The libraries' consortial agreements enhance collection development activities, provide professional development opportunities, and enable networking locally, nationally, and abroad.

## *Our Strengths and Values*

The Library is currently undergoing a strategic planning process as well as a comprehensive space study, with the Dean's Cabinet playing a vital role. Our strategic plan will ultimately align with the University's evolving [Strategy 2030](#). This process includes an effort to recognize and build upon our existing strengths, as well as identify gaps and opportunities to meet changing needs. Through this process, we are realizing that deep engagement with patrons, meaningful collaborations within the library and on campus/in the community, and a culture of clarity and sustainability (through gathering data and effectively managing resources and capacity) are keys to our success. We have also been discussing caring - for ourselves, each other, and patrons - as a fundamental value that underpins everything we do. Our newly-formed Access, Belonging, and Community Strategy Group is taking inspiration from the concept of a "community of care," which means meeting people's needs in a way that is not just transactional, but also relational and structural. Examples that illustrate our current strengths in this arena and our commitment to serving our patrons' needs are woven throughout the rest of this document.

As a member of the Dean's Cabinet—the primary coordination body for library operations—you will have a voice in decisions about policies, programs, and services across the Library. Creating a culture of assessment is an emerging priority for the Library, evidenced by the recent creation of a full time Assessment Analyst position. At the core of the Marriott Library is a responsive and adaptive service culture, which our emphasis on assessment will strengthen. We are attuned to the evolving needs of our students and faculty; in Spring 2024, for instance, we invited all members of the University of Utah community to submit specific, big-ticket, [one-time purchase suggestions](#) to enhance Marriott Library's research and teaching collections. We engage and support the campus research community through endeavors such as our Patent and Trademark Research Center's upcoming [40th anniversary celebration/lecture](#) and our [NEH-funded Summer Institute](#) focusing on responsible AI. Recognizing student success as the U's top priority, we have invested in making [course materials](#) and [technology](#) more accessible, and developing resources to support groups with specific needs such as [first generation students](#) and [students with childcare responsibilities](#).





## *Our Distinctive Programs and Services*

**Research & Teaching:** Librarians are embedded into the University's QUEST learning community, ensuring that first-year students are prepared for success in a large R1 environment. Library subject specialists and teams are assigned to every college and department, partnering with students and faculty on projects and research. The Business & Innovation Team, for example, provides multidisciplinary expertise in areas such as entrepreneurship, intellectual property, and medical device innovation to researchers in both the academic and health sciences campuses. Librarians offer Systematic and Evidence Synthesis Review services at multiple levels to support researchers across the U. In partnership with the University of Utah Graduate School, the library hosts the annual Dissertation and Thesis Writing Camp; this free four-day event provides graduate students with support for intensive writing sessions to help them progress toward degree completion.

**ProtoSpace:** This is the home for cutting-edge technology, multimodal communication, and experiential learning. Here, students, faculty, and researchers are encouraged to experiment through play and prototyping, engage in digitally enhanced teaching and learning, and collaborate on innovative research to meet real-world needs. Resources include 3D scanners and printers, virtual reality systems, podcasting, and video recording booths, a vinyl cutter, gaming consoles, Lego sets, and data analysis and visualization workstations. A joint venture with four partner colleges, Digital Matters is a research initiative housed in Protospace that operates as a mixed-use space for collaboration, digital art installations, workshops, events, and experimentation.

**University of Utah Press:** Founded in 1949, the University of Utah Press is the oldest university press in Utah and will celebrate its 75<sup>th</sup> anniversary this fall. The Press became an agency of the J. Willard Marriott Library in 2005 and, in accordance with the mission of the University, publishes and disseminates scholarly books in selected fields, as well as other printed and recorded materials of significance to Utah, the region, the country, and the world. The Press publishes between 25 and 30 titles per year, with a backlist of more than 500 titles currently in print.

## *Our Distinctive Collections*

The Marriott Library's Special Collections division has established a reputation for active collection building, with a particular emphasis on recovering the voices and cultural records of underrepresented communities in the region. Active partnerships with organizations and interest groups, as well as individual collectors and creators, have created a foundation for identifying and developing archival specialties. In addition to the papers of significant figures and initiatives, the focus on regional industries (ranging from medicine and computer imaging to mineral extraction and outdoor recreation) has resulted in the library becoming a research destination for a wide range of topical areas.

Digital exhibits showcase the library's distinctive collections and illustrate the commitment to partnerships and amplifying voices described above. The Marriott Library has been at the forefront of the digitization movement since the early 2000s, establishing a Digital Library and Utah Digital Newspapers. The Digital Library contains a selection of digitized materials from Special Collections and hosts distinctive digital collections for partner institutions throughout the state, ranging from historical societies to state agencies. The strengths of the collection include extensive photo archives and oral histories, as well as the Utah Covid-19 Digital Collection, a collection developed based on contributions from the statewide community.

## *Our Distinctive Spaces*

The library is a nexus for student activity, offering a vast array of resources across 388,000 net assignable square feet. From technology-rich areas like the Knowledge Commons and ProtoSpace to the many different classroom configurations, the library is a multifaceted facility catering to a broad spectrum of academic needs. We are dedicated to optimizing our space for collections, student, staff, and partner use and maintaining our commitment to universal design principles. Recent enhancements to the facility include installation of compact shelving that freed 26,000 square feet for additional student seating and a 100-seat classroom & event space; construction of an all-gender restroom that has become a campus standard for meeting student needs; and the planned construction/opening of a full-service Starbucks. Our large



and flexible facilities set us apart from our peers, but as our library has grown organically since its last major renovation in 2008, we are undertaking a comprehensive space plan to optimize our use of public, staff, collection, and partner spaces. This initiative aims to optimize the library's layout by understanding student navigation patterns, identifying spaces needed by students such as group study rooms, and exploring opportunities to utilize partner spaces more strategically in support of student success.

### *Our Benefits & Campus Amenities*

The University's most distinctive benefits for library faculty include a retirement contribution of 14.2% of your annual salary, with no vesting period and no match required; a health care plan that begins on day one of your employment and includes the option to cover a domestic partner; 25 days of annual vacation leave that is available to use immediately (prorated depending on start date, eg., if you start on July 1 you will have 12.5 days to use for the rest of the calendar year) and 12 days of annual sick leave, accrued monthly; paid parental leave of one semester/15 weeks; 50% tuition reduction; and free public transit on buses, light rail, and commuter rail. As a U employee, you'll also have access to campus recreational facilities (including inexpensive equipment rentals) and classes, discounted event tickets, and free entry to the Utah Museum of Natural History and Utah Museum of Fine Arts. The U's Women's Gymnastics team has won 9 NCAA championships, and season tickets are available for under \$100. A variety of youth education programs on campus for children ages 5-17 can help employees balance work and family responsibilities during the summer months.

### *Our Community*

While it's easy to be inspired by the majestic mountains that can be seen from almost any location in the Salt Lake Valley, this city will surprise you with how much more it has to offer than amazing views and unparalleled access to the outdoors. Locals use the phrase "Small Lake City" to describe the phenomenon of living somewhere that offers the amenities of a larger metropolitan area with the vibe of a town where you can see familiar faces at your local coffee/record/book shop, farmer's market, dog park, pickleball court, or street fair. Long-established events with big crowds, such as the Utah Arts Festival, Living Traditions Festival, Pride Festival, Greek Fest, Fan X, and Sundance Film Festival are balanced by emerging, smaller scale gatherings such as the Loveloud Festival, Craft Lake City, and the Maker Faire. The food and drink scene features innovative local restaurants, microbreweries, distilleries, cocktail bars, and soda shops; award-winning artisanal chocolate and cheese producers/purveyors; food trucks galore; and cuisines from many different cultures. SLC also boasts several all-ages/alcohol-free social venues, plant-based restaurants, and up-and-coming food hall developments. Whether you're looking for a big-ticket event (Utah Jazz/Starzz pro basketball, Utah Opera/Symphony, local pro theatre/dance, national touring shows) or a low-key evening out (independent cinema, gallery strolls, free concert series, lectures, gaming nights, etc.), you'll always find something on offer. Community publications such as City Weekly, SLUG, and Q Salt Lake make it easy to know what's going on and connect with people of both similar and different interests. Free public transit for University employees makes it possible to live (or at least commute/get around occasionally) without a car, and the city is becoming increasingly bike-friendly. Our faculty and staff would love to tell you more about the potential upsides and downsides of living here, so please do not hesitate to reach out for more information, especially if you have deal-breakers or specific needs and interests that we can help you research.

### *Welcoming the World*

Salt Lake City was recently selected to host the [2034 Winter Olympic and Paralympic Games](#). Having hosted the 2002 Winter Games, this community knows that it will be a transformative experience for the city and especially for the University of Utah. As in 2002, the U will house thousands of international competitors in the Olympic Athletes Village on campus. Just steps away from the Marriott Library, Rice-Eccles stadium will serve as the venue for the opening and closing ceremonies. In 2002, Utahns had many opportunities to engage in exciting ways, including: volunteer opportunities for faculty/staff, "locals only" ticket purchasing windows, and a "[Cultural Olympiad](#)" featuring world-class concerts, exhibitions, and theatrical/dance performances in the weeks surrounding the Games. Salt Lake City and The U are excited and honored to welcome the world to our doorstep for a second time.



# J WILLARD MARRIOTT LIBRARY



## THE OPPORTUNITY

### Head of Collections and Resource Description

#### *The Position*

Are you interested in managing a \$9.5M collections portfolio and resource description services? The Collections and Scholarly Communication Division at the J. Willard Marriott Library seeks a process-oriented, customer-focused, analytical, and fiscally responsible individual to lead the Collections and Resource Description unit. The Head of Collections & Resource Description manages the Library's vast portfolio of information resources. This position collaborates across the Libraries and with content providers and stakeholders to acquire, manage, describe, and ensure access to information resources in supporting the teaching and research mission of the University of Utah. Additionally, the position provides administrative leadership for collection management for the Utah Academic Library Consortium (UALC). The UALC is a statewide consortium of public and private institutions across Utah engaged in cooperative resource purchasing and sharing. Additionally, the J. Willard Marriott Library participates as a member of the Center for Research Libraries and the Greater Western Library Alliance, a consortium of research libraries in the Western and Central United States. As the University embarks upon new strategic directions, this is an exciting time at the University of Utah.

Relocation to the Salt Lake City, Utah area is required and will be financially supported by house hunting and moving allowances. This position is currently designed as a hybrid of on-campus and remote work. The telecommuting arrangement will be based on the position's needs and authorized at the Associate Dean's discretion.

#### *Responsibilities*

- Leads a team of 10 librarians and staff in the Library's selection, acquisition, licensing, description, budgeting, and assessment of information resources.
- Manages the unit's operations and activities, including establishing priorities, improving processes, delivering training and coaching, and evaluating performance.
- Collaborates with content providers, library liaisons, consortia, and stakeholders to build and manage the Library's information resources portfolio by implementing efficient and responsive acquisition and collection strategies based on user needs, evidence, institutional priorities, and trends in scholarly communication.
- Provides administrative leadership services for collections to the Utah Academic Library Consortium, including negotiating licenses with content providers, ensuring access to resources, and conducting collection assessment. (A new UALC Collections Coordinator we plan to hire in 2025 will assume many of these duties and enable the Head to focus more on strategy than on operational activities.)



**Management & Supervision:** This position reports directly to the Associate Dean for Collections and Scholarly Communications and manages a team of 3 faculty librarians and 7 full time staff, including 4 direct reports.

**Join us in creating a great organization:** We welcome applications from qualified candidates of all backgrounds, including those who may not have followed a traditional career path. We are especially interested in identifying and interviewing candidates with experience and expertise that will contribute to advancing our mission to provide everyone with access to information resources and educational opportunities.

### *Required Qualifications*

- ALA-accredited MLS/MLIS or equivalent.
- Experience negotiating with content providers and evaluating licenses to ensure licenses meet users' needs while minimizing the University's risks.
- Experience collaborating with stakeholders to understand their needs and determining optimal strategies for acquiring, managing, describing, and analyzing collections portfolios.
- Strong supervisory experience, including experience with training, process improvement, coaching, and performance management.
- Experience with library services platforms, i.e., Alma-Primo.
- Experience with budget development and management, collection analysis, and assessment.

### *Preferred Qualifications*

- Knowledge of current trends, best practices, standards, and new technologies in collection development and resource description.
- Experience working with library consortiums.

**Compensation:** Salary will be dependent on qualifications and rank appointment. The budgeted salary range is \$75,000-\$120,000. Our excellent benefits include a 14.2% retirement contribution to TIAA-CREF/Fidelity, medical and dental coverage, and generous paid sick and vacation time.





## PROCEDURE FOR CANDIDACY

The responsibilities, qualifications, and preferences listed in this posting are intended to give applicants an understanding of the role we are seeking to fill and the types of skills, experience, and education that may have prepared someone to be effective in this role. We do not expect any candidate to be a perfect match for this list or to perform duties with equal proficiency on day one. In your CV and cover letter, please highlight the most relevant qualifications you would bring to this position based on the posting, and tell us how your background, perspective, and experience will help us fulfill our mission and meet our goals.

Confidential review of applications will begin immediately and continue until the position is filled; **parties who apply by November 17, 2024 will be given first consideration.** Upon application, please submit a PDF version of your CV/resume and a cover letter that describes both your motivation for application and how your leadership experience aligns with the key qualifications of the role.

All applications and nominations will be held in confidence. To apply online, go to:

<https://utah.peopleadmin.com/postings/171861>

**For more information or to offer recommendations or nominations:**

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*The University of Utah is an Affirmative Action/Equal Opportunity employer. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities. Please contact the Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Circle, Room 135, (801) 581-8365 (V/TDD), for further information or to request an accommodation. The University of Utah is committed to diversity in its workforce. Women and minorities are encouraged to apply.*

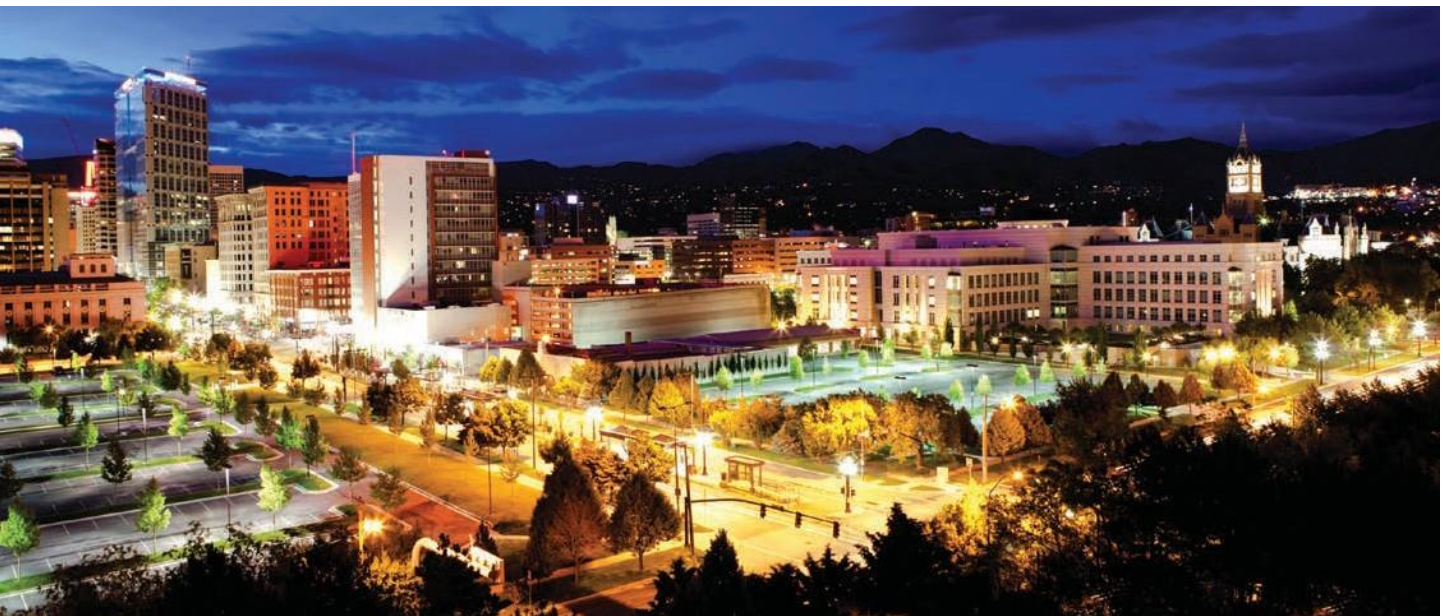


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# SALT LAKE CITY, UTAH



Along the east bench of Salt Lake City, the University of Utah is nestled into the foothills of the beautiful Wasatch Mountains. At the edge of campus – which encompasses the state arboretum – a natural stream winds its way through Red Butte Garden and a well-maintained hiking and biking trail crosses paths with the Natural History Museum of Utah.

Salt Lake City offers a spectacular mix of city life and nearby natural solitude, with plenty of family-friendly activities throughout Utah’s four lovely seasons. Utah’s capital city has an increasingly diverse population of approximately 199,700 (over 1M in the greater metropolitan area) and has become a welcoming destination city for refugees, fostering an exceptional variety of diverse community cultural events.

Visitors are greeted by warm, friendly people, clean streets, and a relaxed but active atmosphere. Walkable and bike-friendly neighborhoods lend to the safe, small-town feel of one of the 50 largest metropolitan markets in the U.S.

*“Salt Lake City has the feel of both a larger city and a smaller community”* –DR. JASON CASTILLO

University of Utah Faculty Member

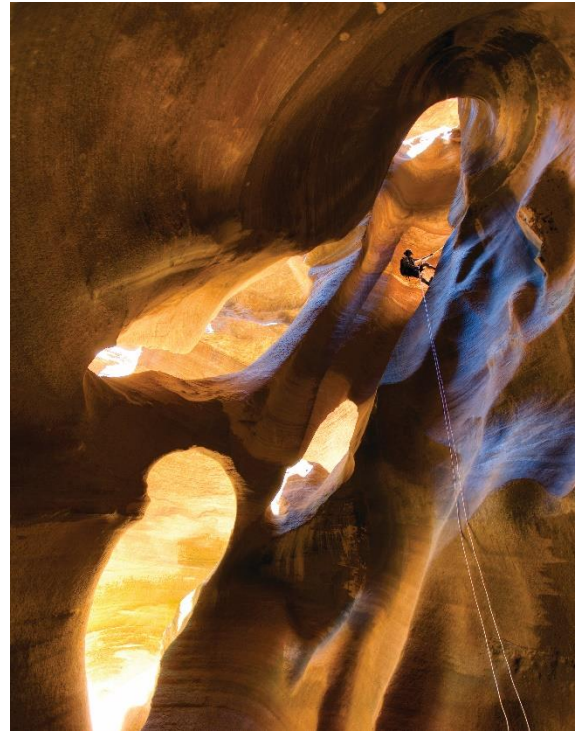




## EXPLORE THE GREAT OUTDOORS

Utah is home to five stunning national parks and five national monuments, with six more national parks within a day's drive of Salt Lake City. There are also seven world-class ski resorts within 30 minutes of the U campus. While Utah's ski resorts boast the "greatest snow on earth" in the winter, many also offer a range of fun summer activities, including family movie nights, thrilling zip lines, decadent spa services, scenic tram rides, hikes through fields of wildflowers, and brunch with breathtaking views.

Hundreds of miles of hiking and biking trails are easily accessible from the U campus, but a short drive (or a ride on public transit) opens up countless options. Quiet alpine lakes, beautiful aspen forests, and unbeatable views from mountain peaks reward hikers of all skill levels.



*"Salt Lake City is amazing, offering such a rich diversity of activities. From the arts to the outdoors, the adventures seem endless and I am excited to continue exploring all the city and surrounding area have to offer."* –DR. ADAM HANLEY

University of Utah Faculty Member







### SAVOR ART, MUSIC AND MORE

Utah has a rich tradition of film, music, and art that draws in and inspires people from around the world. While the internationally-acclaimed Sundance Film Festival is based in Park City – a short and scenic 30-minute drive from the U campus – many Sundance films are also screened in downtown Salt Lake City during the annual event. Two independent Salt Lake City theaters bring back many Sundance films throughout the year, along with many other documentaries and international films.

Ballet West, the Utah Symphony, Utah Opera, and the Utah Shakespeare Festival are just a few of the performing arts treasures of the state. Salt Lake City hosts multiple outdoor concert series every summer, as well as a multi-day arts festival and monthly gallery strolls. Professional, Broadway-caliber live theater is readily available at the Eccles Theater – an exciting new performing arts center in downtown Salt Lake – and at a number of the city’s playhouses, including the University of Utah’s own Pioneer Theater Company.

Salt Lake City’s many concert venues host some of today’s hottest names in music, as well as local talent bound to go big. Affordable performances by musicians in all genres guarantee something for everyone.

### INDULGE YOUR “FOODIE” SIDE

Utah is consistently praised for its remarkable local food scene, as well as its award-winning craft breweries and distilleries. Inventive and locally sourced cuisine, impressive beer bars, creative restaurateurs, and thoughtful sommeliers have earned Salt Lake City a place in the hearts of foodies around the country.

Salt Lake City hosts bustling farmers markets in the summer and winter, featuring a variety of local produce, grains, protein, and crafts. The U also enjoys a smaller farmers market in the fall, with fresh produce grown in the campus’ two edible gardens.



*“The increasing diversity at the U and its surrounding community means you can find incredible Latino food in the West Salt Lake City and Asian markets*

*dotted throughout Utah.” – DR. ANNIE FUKUSHIMA*

University of Utah Faculty Member



### **SPEAK UP AND GET INVOLVED**

Visitors are often surprised by Salt Lake City's progressive, civically engaged social justice advocates. Free events throughout the city – planned by a wide range of organizations – foster ongoing discussions about some of the state's and country's most pressing issues. The state capitol and legislators are easily accessible, enabling voters to engage lawmakers in these discussions.

In 2015, the state passed a landmark anti-discrimination bill, protecting LGBT people from employment and housing discrimination. Salt Lake City's annual Pride Festival is one of the largest in the nation and often includes Utah's openly LGBTQ elected officials. In 2016, Utah voters elected the first transgender U.S. Senate nominee from a major political party.

Active cooperation and coordination between lawmakers, scholars, and residents have led to innovative approaches such as the Housing First initiative. Housing First's success in moving people who experience chronic homelessness off the streets has been lauded across the country and is serving as a model for other states.

### **SCORE GREAT SEATS**

Utah has fans! The University of Utah's football, gymnastics, basketball, swimming, and baseball teams have plenty of loyal fans. Utahns also enjoy cheering for the state's NBA team, the Utah Jazz; the Triple-A baseball team, the Salt Lake Bees; and the Major League Soccer team, Real Salt Lake.

With the Salt Lake International Airport just minutes from downtown, and Las Vegas, Los Angeles, and Denver within a day's drive, it's easy for fans to cheer on their favorite teams at away games.

