



Head, Preservation and Reformatting

Faculty

As The Ohio State University charts a course from excellence to eminence, the University Libraries is seeking a leader with strong skills in analysis, innovation, and collaboration to care for collections that underpin this evolution. The Head of Preservation and Reformatting plays a leading role in the life-cycle management of the Libraries' collections, directing and advancing a diverse portfolio of related services encompassing conservation, preservation, and reformatting of collections.

The position reports to the Associate Director for Collections, Technical Services, and Scholarly Communication and manages units that include 14 staff and 6 FTE student assistants. The Head of Preservation and Reformatting will work in a highly integrated environment to create and implement innovative approaches to providing efficient stewardship of its collections. Programs within the department include digitization, bindery and end-processing, conservation and treatment, and electronic reserves. The Head is also the Chief Preservation Officer for the University Libraries.

The Ohio State University Libraries hold over seven million volumes plus a diversity of special and archival collections in a wide range of formats and multiple library facilities including a high-density storage unit. Digital reformatting is an area of current growth and development in concert with a range of investments in fostering the discovery and use of distinctive collections held by the University Libraries.

Partnerships with other libraries are integral to preservation and digitization strategies for University Libraries. The Head will operate in an environment of active consortial engagement through the CIC, HathiTrust, OhioLINK, and other cooperative programs. The Libraries are also currently lending collections for scanning to the Google Books Project with the CIC.

Key Responsibilities

- Provides vision, focus, and leadership for reformatting, conservation and preservation activities within the Libraries
- Functions as the Libraries' chief preservation officer, serving as a preservation advocate and leading in planning for activities such as disaster response, supporting space planning to ensure appropriate environmental conditions for housing collections in all formats, etc.
- Manages the department's programs including digitization, conservation, end processing, bindery prep, e-reserves and the Libraries' Logan Elm Press
- Develops and implements strategy for in-house and outsourced reformatting of the Libraries distinctive collections
- Maintains a robust conservation program with support for the Libraries' active exhibitions program
- Develops policies and specifications related to preservation and reformatting Library collections
- Manages preservation budgets and endowments and contributes to grant development related to preservation and digitization
- Contributes to planning and leadership within the Collections, Technical Services and Scholarly Communication Division
- Contributes to planning and developing digital preservation strategy for the Libraries
- Build and maintain a research program and service profile related to preservation and/or digital reformatting. Presents and publishes in appropriate venues in order to raise own and Libraries' profile

Qualifications (Required)

- ALA accredited MLS/MLIS degree or equivalent preparation in a related field
- Minimum of three years professional experience working with preserving, conserving or digitizing library, archival, or museum collections
- Knowledge and understanding of 21st century collections issues regarding preservation and/or digital reformatting, emerging practices, standards, and trends relating to collection preservation, conservation, and reformatting
- Demonstrated ability to develop and implement strategy in leading a program or initiative
- Experience in evaluating workflows and successfully designing or enhancing production-oriented work processes
- Demonstrated ability to work independently, as well as collaboratively, to plan, coordinate, and implement effective projects
- Excellent communication and interpersonal skills, both orally and in writing
- Ability to meet the requirements of promotion and tenure; commitment to professional development and service

Qualifications (Desired)

- Evidence of successful and creative management of staff and operations
- Experience with developing and implementing digital preservation plans or initiatives
- Experience with disaster preparedness, response, and recovery
- Success in obtaining grant funding for reformatting, preservation, or conservation projects
- Familiarity with copyright issues related to reformatting collections

Rank/Salary This is a full-time, permanent, 12-month tenure-track faculty appointment. Salary and faculty rank are dependent on qualifications and experience.

Benefits The University offers competitive benefits in the form of 22 days vacation, 15 days sick leave, 10 holidays, hospitalization, major medical, surgical-medical, dental, vision, long-term disability insurance, and life insurance at 2.5 times one's annual salary. State and alternative retirement choices are also available. For a summary of benefits, see: <http://hr.osu.edu/hrpubs/ben/fs-bensummaryreg.pdf>.

Application Nominations or applications will be accepted until the position is filled. Preference will be given to applications received by March 14, 2014. Please send letter of interest with a current resume and name, address, phone, salary history and requirements, and email address of three references to Greg Newman at newman.25@osu.edu. Please include Head, Preservation and Reformatting Application in the subject field.

Contact Greg Newman, Human Resources, 1858 Neil Avenue Mall, Columbus, OH 43210, 614-247-8887

To build a diverse workforce Ohio State encourages applications from individuals with disabilities, minorities, veterans and women. EEO/AA employer.