

## APPLICATION PROCEDURE

Applications and nominations will be accepted until the position is filled, but you must complete the application data form at KU's online job site (<https://jobs.ku.edu>) and attach the required documents. The position closing date is July 6, 2012.

Complete applications include:

- **Letter of interest** which addresses each of the required and preferred qualifications
- **Curriculum vitae**
- **Three references** (names and contact information)

For additional information, visit [www.lib.ku.edu](http://www.lib.ku.edu) and select **Employment Opportunities**.

For questions, contact:

**Mike Broadwell**, Director of Human Resources  
785-864-8922 | [mikebr@ku.edu](mailto:mikebr@ku.edu)



Excellent benefits include a choice of health plans and the option for TIAA-CREF retirement benefits. Additional information about employment benefits at the University of Kansas may be found at [www.hreo.ku.edu/prospective\\_faculty\\_staff](http://www.hreo.ku.edu/prospective_faculty_staff).

Any employment with the University of Kansas is contingent upon satisfactory completion of a background check and the successful candidate must be eligible to work in the U.S. prior to the start date of the position.

## ENVIRONMENT

The University of Kansas is a major research university and the flagship of the Kansas Regents University system. The university holds membership in the prestigious Association of American Universities. KU offers the highest quality undergraduate, graduate and professional programs, as well as outstanding libraries, research institutes and cultural entities such as the Spencer Museum of Art, the Dole Institute and the Hall Center for the Humanities.

Additional information about the university, the libraries and its collections can be found at [www.ku.edu](http://www.ku.edu) and [www.lib.ku.edu](http://www.lib.ku.edu).



A city of approximately 88,500, Lawrence is located in the rolling hills of eastern Kansas 35 miles west of the Kansas City metropolitan area and 20 miles east of Topeka, the state capital. Home to Haskell Indian Nations University as well as KU, Lawrence offers the many cultural opportunities of a university town.

More information about Lawrence is available at [www.visitlawrence.com](http://www.visitlawrence.com).



**KU LIBRARIES**  
The University of Kansas



POSITION OPENING:

# HEAD OF PUBLIC SERVICES

at KENNETH SPENCER  
RESEARCH LIBRARY

FOR MORE INFORMATION:

Visit [www.lib.ku.edu](http://www.lib.ku.edu) and select **Employment Opportunities**.

Closing date: **July 6, 2012**

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

## POSITION OVERVIEW

The Head of Public Services delivers exceptional research service by continuously assessing users' research needs and improving the library's physical and virtual research environment. This position reports to the Head of the Kenneth Spencer Research Library and presents outstanding opportunities for professional development, project management and leadership, and contributes to both research and instruction, supporting the strategic plans of KU Libraries and the University of Kansas.

Serving students, faculty, visiting scholars and the public, Spencer Research Library is nationally renowned for its strong collections in areas such as Irish history and literature, ornithology, contemporary American left and right wing political movements, Kansas history, the regional African American experience and university history.

Building on its world-class collections, Spencer Research Library has recently transformed its delivery of public services in efforts including the completely renovated Marilyn Stokstad Reading Room, implementation of Aeon for online management of circulation requests, redesign of its website and creation of a collaborative blog. The Head of Public Services will build on these successes and continue to identify and implement substantial improvements to the public's experience of Spencer and its collections.

*Special consideration will be given to applicants committed to excellence who can contribute to the University's innovative, collaborative and multidisciplinary initiatives to educate leaders, build healthy communities and make discoveries that will change the world. See [www.provost.ku.edu/planning](http://www.provost.ku.edu/planning).*



## RESPONSIBILITIES

### 55% | Develops, implements and oversees reference and research services to connect users to special collections and archives:

- Manages reception, registration, reference, duplication and circulation services, supervising 3 FTE staff members, and collaborates with digital imaging services and other colleagues in KU Libraries.
- Acts as a primary point of contact for faculty, students, visiting scholars and the general public seeking information about collections in Spencer Library.
- Trains staff in the operations of the reading room and provides documentation for policies and operations.
- Administers policies governing use, reproduction and preservation of materials including permissions to reproduce, publish and broadcast.
- Serves as a member of Spencer's Leadership Group, a peer body that oversees the planning and administration of the library.
- Manages the Spencer Library website, contributes regularly to the Spencer blog and assists with KU Libraries' social media engagement.
- Shares responsibility for the development, upgrading and training associated with Spencer's Aeon request management system.
- Coordinates use of library space for classes, exhibits, programs and events; oversees management of collection storage areas and leads planning for renovation of public and stack spaces.
- Oversees the security and proper handling of Spencer Library collections.

### 40% | Provides exceptional reference and instruction:

- Develops in-depth knowledge of collections to provide high-quality reference and instructional services.
- Works individually with scholars and students through reference consultations, remotely and in regular rotation in the reading room.
- Provides library instruction to classes and offers orientation sessions and tours.
- Assists in outreach events where the library's holdings and services are presented.

### 5% | Professional Development:

- Seeks opportunities to develop appropriate skills, share knowledge and build on strengths to support the work of KU Libraries.



## QUALIFICATIONS

### REQUIRED:

- Bachelor's degree in history, the humanities or a related field
- 1 year experience providing reference and/or instruction in a special collections, archival or equivalent environment
- 1 year supervisory experience

### PREFERRED:

- Demonstrated initiative and creativity
- Demonstrated ability to provide excellent customer service
- Ability to work with the public and prioritize multiple simultaneous demands
- Excellent written and oral communication skills and interpersonal skills
- Ability to work independently as well as part of a team
- Strong analytical and problem solving skills
- Innovative approach to working in a rapidly changing environment
- Knowledge of trends and current best practices in delivering special collections, archival materials and digital collections to users
- Master of Library and Information Science, MA in history or related field
- Strong commitment to service to a diverse body of patrons
- Experience with relevant technologies for patron request and materials management, audio-visual material handling, web editing/content management systems and electronic reference, such as Aeon, Wordpress and LibGuides