

## Head of Public Services Bancroft Library

**Position overview** **Position title:** Associate Librarian-Librarian, Career Status or Potential Career Status

**Salary range:** The UC academic salary scales set the minimum pay, which is determined by rank and salary point at appointment. See the following table(s) for the current salary scale(s) for this position: [https://www.ucop.edu/academic-personnel-programs/\\_files/2024-25/july-2024-scales/t26-a.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t26-a.pdf). A reasonable estimate for this position is \$98,667-\$125,402.

**Percent time:** 100%

**Anticipated start:** As soon as July 2025. The start date is flexible.

**Position duration:** This is a full-time potential career appointment.

### Application Window

**Open date:** June 17, 2025

**Next review date:** Wednesday, Jul 16, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Monday, Sep 1, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

### Position description

The University of California, Berkeley is seeking an experienced, inclusive, and collaborative leader to serve as the Head of Public Services of The Bancroft Library. Reporting to the Deputy Director, the Head of Public Services leads a team in creating an access-forward approach to public services, prioritizing engagement with the collections and removing barriers to access in order to welcome researchers from campus, national, and international communities to work with Berkeley's world-renowned special collections. The Head of Public Services, working with the members of the Public Services team, facilitates access in the reading room, classrooms, and with virtual researchers, redesigning workflows and implementing new tools to increase operational effectiveness, and deepening collaboration within the Bancroft and with colleagues across the Library. The Head of Public Services will lead the team responsible for the Reading Room, Instruction, Reference, Collections Management, and Stacks Management with five direct reports and approximately nine indirect reports, project staff, interns and student employees to ensure the broadest possible access to Bancroft collections. The Head of Public Services is a key member of the Bancroft's senior leadership team and collaborates closely with the Head of Technical Services and key partners throughout the Library on the creation and implementation of Bancroft and UC Berkeley Library-wide goals and initiatives, cultivates leadership and

management skills for themselves and their team, and contributes to the development of a library culture that promotes diversity, equity, inclusion, accessibility, creativity, collaboration, and transparency.

### **The Environment**

The UC Berkeley Library is an internationally renowned research and teaching facility at one of the nation's premier public universities. A highly diverse and intellectually rich environment, Berkeley serves a campus community of 33,070 undergraduate students, 12,812 graduate students, and 1,525 faculty. The Library comprises 20 campus libraries, including the Doe/Moffitt Libraries, The Bancroft Library, The C.V. Starr East Asian Library, and numerous subject specialty libraries. With a collection of more than 12 million volumes and a collections budget of over \$15 million, the Library offers extensive collections in all formats and robust services to connect users with the collections and build their research skills. Discover more about our collections and services at the UC Berkeley Library website.

The Bancroft Library of the University of California, Berkeley, is one of the largest and most heavily used libraries of rare materials in the West. Its holdings include more than 800,000 volumes, 210 million manuscript items, 9 million photographs and other pictorial materials, 86,000 microforms, 9.4 million digital files, and 25,000 maps, as well as numerous other categories of unique material. The two largest collections are the Bancroft Collection of Western and Latin Americana and the Rare Books Collection. The archival and rare book materials of the Magnes Collection of Jewish Art and Life are also part of the Bancroft holdings. The Bancroft Library is home to three research groups: the Oral History Center (formerly the Regional Oral History Office), the Mark Twain Papers, and the Center for the Tebtunis Papyri. The Bancroft Library is an active center of teaching and research. Supporting the programs of about 30 campus departments annually, it mounts a regular series of public exhibitions, roundtable lectures, and open houses.

For additional information, please visit the Bancroft Library website.

### **Responsibilities**

- Leads and manages the Public Services team for The Bancroft Library by developing and articulating strategic vision and direction, overseeing day-to-day operations and special projects, establishing priorities, and coordinating work within the department and with other units in Bancroft and the broader UC Berkeley Library system.
- Hires, trains, and manages a team of six career staff, as well as project staff, interns, and students dedicated to public services functions. Coordinates public services work (e.g., reference, research services, teaching) performed by staff in other departments.
- Oversees reading room operations of The Bancroft Library, including onsite and virtual reference, duplication, circulation, preservation, and stacks maintenance, assuring the broadest possible access to Bancroft collections.

- Coordinates and develops access and use policies for special collections. Collaborates with the Deputy Director on developing and implementing security policies and procedures.
- Collaborates with the Deputy Director, the Head of Technical Services, the Public Services team and key Library colleagues to explore, propose, and implement new service models and technologies that facilitate discovery, access, and use of special collections.
- Compiles and analyzes data and statistics that contribute to understanding of trends in research and teaching use of the collection to inform improvements to services and programs.
- Coordinates the Bancroft Fellowship program, including promotion and outreach of the application process, managing the selection committee, administering the budget, and support for the Bancroft fellows during their residencies.
- Serves on department, Library, and/or University-wide committees, task forces, or working groups.
- Contributes to the national and international reputation of The Bancroft Library and the UC Berkeley Library through professional research, service, and collaboration with appropriate colleagues and organizations.
- Maintains up-to-date, professional knowledge of current trends and best practices in higher education, academic libraries, special collections, and information and educational technology, to encourage innovation and ensure the excellence of Bancroft Public Services.

UC Berkeley librarians are expected to participate in library-wide planning and governance, and work effectively in a shared decision-making environment. Advancement is partially based upon professional contributions beyond the primary assignment; the successful candidate will show evidence or promise of such contributions to the Library, campus, UC System, and profession.

The UC Berkeley Library is committed to supporting and encouraging respect and empathy, and nurturing a culture where all employees thrive. The Library seeks candidates who recognize and appreciate one another's contributions, expertise, and accomplishments, and will strive to provide equitable access to a diverse set of collections and services. For more information, please see the UC Berkeley Library Statement of Values.

This librarian-manager position is not represented by a bargaining unit and is covered by the UC Academic Personnel Manual (APM).

Librarians are entitled to appropriate professional development leave, vacation leave, sick leave, and all other benefits granted to non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits.

**Bancroft Library Website:** <https://www.lib.berkeley.edu/visit/bancroft>

**UC Berkeley Library Website:** <https://www.lib.berkeley.edu>

**UC Berkeley Library statement of values:** <https://www.lib.berkeley.edu/about/library-values>

## **Qualifications**

**Basic qualifications** (required at time of application)

- Advanced degree.

**Additional qualifications** (required at time of start)

- Five years of experience as a librarian in a special collections library setting.
- Minimum of 2 years of leadership experience that includes supervisory responsibilities within an academic library setting.

## **Preferred qualifications**

- Master's degree from an ALA-accredited institution or equivalent international degree.
- Experience working in an academic library setting supporting students and faculty with instructional needs.
- Commitment to supporting equitable access to a diverse set of collections and services
- Demonstrated strong commitment to user-centered services for all constituencies
- Demonstrated commitment to the Library's values: collaboration and community, equity and inclusion, learning and growth, and openness and transparency through their actions and behaviors.
- Experience in selecting works appropriate to serve as part of a standing reference collection.
- Experience with Aeon collection management system and/or with an Integrated Library System, ArchivesSpace, Springshare tools including LibAnswers and LibGuides.
- Excellent analytical, interpersonal, and communication skills.
- Working knowledge of North American, Latin American, British, and European literature and cultural history.
- Experience gathering, analyzing, and sharing statistical evidence concerning special collections operations."
- Ability to work in languages other than English (Spanish preferred).

The Bancroft Library is interested in finding the best candidate for the job and recognizes that the successful candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't meet all of the preferred qualifications/experiences listed above.

## **Application Requirements**

### **Document requirements**

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter

### **Reference requirements**

- 3-5 required (contact information only)

**Apply link:** <https://apptrkr.com/6325923>

**Help contact:** <mailto:richard.brown@berkeley.edu>

### **About UC Berkeley**

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with <https://regents.universityofcalifornia.edu/governance/policies/4400.html> and University of California Academic Personnel policy ([https://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-210.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-210.pdf)). These values are embedded in our <https://chancellor.berkeley.edu/about/principles-community>, which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For more information, please refer to the [https://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-035.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-035.pdf) and the <https://policy.ucop.edu/doc/1001004/Anti-Discrimination>.

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the <http://apo.berkeley.edu/ucb-confidentiality-policy> prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any **final** administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- “Misconduct” means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment or discrimination, as defined by the employer.

- <https://policy.ucop.edu/doc/4000385/SVSH>

- <https://policy.ucop.edu/doc/1001004/Anti-Discrimination>

- [https://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-035.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-035.pdf)

**Job location**

Berkeley, CA

**To apply, visit <https://apptrkr.com/6325923>**

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