ARL Position Description Bank

A collection from major academic & research libraries.
Agenda

• Introducing the UF Team
• Background and Overview
• The System
• Administration
• Advisory Group
• Limited Demonstration
UF Team

• Chelsea Johnston, Scholarly Repository Librarian
• Brian W. Keith, Associate Dean for Administrative Services and Faculty Affairs
• Juliana Rojas, Human Resources, Grants and Training Assistant
• Bonnie J. Smith, Human Resources Director
• Dr. Laurie N. Taylor, Senior Director for Library Technology & Digital Strategies
BACKGROUND & OVERVIEW
The ARL PD Bank was launched in April 2013.

Personnel from the University of Florida developed this digital collection platform with the programming costs largely funded by ARL.

Initially, only ARL member institutions could access the digital collection.
Development

- College of Charleston
- Northwestern University
- Ohio State University
- Purdue University
- Queens University
- Rice University
- Syracuse University
- University at Buffalo, SUNY
- University of Alabama

- University of Alberta
- University of Colorado
- University of Florida
- University of Guelph
- University of Houston
- University of Massachusetts Amherst
- University of South Florida
- University of Utah
- Washington State University
Add New Position

(Fields with asterisks are mandatory)

1. Working Title:

2. FTE (Full Time Equivalent): (Please note 1.0 reflects a full time position)

3. Position Status: Filled

4. Position Type (select one):
   - Professional Librarian
   - Other Professional
   - Support - non-US
   - None of the above

5. Appointment Type (select one):
   - Permanent - non-US
   - Temporary / Time Limited
   - Residency / Fellowship / Internship
### Library Type (select one):
- Law Library, University
- Medical Library, University
- All Other, University
- Non-University Library

### Functional Areas (check all that apply):
- Senior Management
- Branch/Unit/Department Management
- Access Services
- Acquisitions
- Archiving/Curatorial/Rare Books
- Assessment
- Cataloging/Bibliographic Control/Metadata
- Circulation
- Clerical/Administrative Support
- Collection Development/Management
- Communications/Public Information
- Data Curation
- Development/Fundraising
- Digital Services
- Distance Learning
- Document Delivery
- Electronic Resources
- Exhibits
- Facilities/Security
- Finance/Budget/Accounting
- GIS Systems/Data
- Government Documents
- Grants Management
- Human Resources/Organizational Development
- Information Technology/Systems
- Instruction
- Integrated Library System
- InterLibrary Loan
- Liaison
- Media/Multi-Media Specialist
- Off-Site Storage
- Outreach Services
- Preservation/Conservation
- Press/Publishing
- Reference/Research
- Scholarly Communication/Copyright
- Shared Collections
- Staff Development/Training
- Subject Specialist
I. Submission, with required Standard metadata
II. Institutional Options – Additional position specific information

Each institution establishes their fields and data format

Viewable ONLY by Institutional users
III. Institutional Options - Employee information

17 possible options including:

- Employee ID
- Date of Birth
- Library start date
- Highest degree
- Mentor name

Viewable by Institutional users ONLY
Three Modules

I. Submission, with required Standard metadata

II. Institutional Options – Additional position specific information

III. Institutional Options - Employee information
QUESTIONS?
Phase II

- In 2018, ARL funded the programming necessary to create an automated retrieval interface with the ARL Job/Residency/Internship Listings application programming interface (API) to collect data from user-submitted job postings.
In 2018 the PD Bank started ingesting positions from the ARL Job List.
Phase III

In 2020 steps began to onboard the ARL PD Bank’s third consortium – the Research Libraries UK (RLUK) – 37 research libraries across the UK and Ireland. Onboarded summer 2021.

This requires updating some metadata fields, along with the creation of a new consortia – this work is also underway. Funded by ARL and RLUK jointly.
THE COLLECTION
Current Statistics – Records by Library Type

- University - 3020
- University, Medical Library - 117
- University, Law Library - 70
- Non-University Library - 66
- Not a Library - 9
Functional Areas

- Access Services
- Acquisitions
- Archiving/Curatorial/Rare Books
- Assessment
- Cataloging/Bibliographic Control/Metadata
- Circulation
- Clerical/Administrative Support
- Collection Development/Management
- Communications/Public Information
- Data Curation
- Development/Fundraising
- Digital Services
- Distance Learning
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- Media/Multi-Media Specialist
- Off-Site Storage
- Outreach Services
- Preservation/Conservation
- Press/Publishing
- Reference/Research
- Scholarly Communication/Copyright
- Shared Collections
- Staff Development/Training
- Subject Specialist
Current Statistics – Records by Functional Area
Current Statistics – Records by Functional Area

- Reference/Research - 466
- Subject Specialist - 458
- Instruction - 307
- Branch/Unit/Department Management - 284
- Digital Services - 283
- Cataloging/Bibliographic Control/Metadata - 282
- Information Technology/Systems - 276
- Liaison - 265
- Collection Development/Management - 261
Social Network Analysis of Functional Areas Relationships

- Reference/Research - 466
- Subject Specialist - 458
- Instruction - 307
- Branch/Unit/Department Management - 284
- Digital Services
- Cataloging/Bibliographic Control/Metadata
- Scholarly Communication/Copyright
- Assessment
- Media/Multi-Media Specialist
- Liaison
- Access Services
- Data Curation
- Outreach Services
- InterLibrary Loan
- Shared Collections
- Instruction
- Shared Collections
- Archiving/Curatorial/Rare Books
- Outreach Services
- Collection Development/Management
- Integrated Library System
- Communications/Public Information
- Externally Funded
- Grants
- Development/Fundraising
- Government Documents
- Preservation/Conservation
- Distance Learning
- GIS Systems/Data
- Document Delivery
- Information Technology/Systems
- Exhibits
- Finance/Budget/Accounting
- Human Resources/Organizational Development
- Research/Security
- Staff Development/Training
- Acquisitions
- Assessments
THE SYSTEM
User Support Features

• User Guide with video tutorials
  http://www.uflib.ufl.edu/arlpdbank/help.html

• System Features
  • ? buttons
  • Hover Over
  • Help Pages
  • Feedback buttons
Technology & Sustainability

Builds upon digital collections & library HR expertise

Industry standard technologies and methods

UF advanced computing infrastructure

Sustainability, socio-technical
QUESTIONS?
ADMINISTRATION
Position Records by Consortium

- ARL: 3497
- ASERL: 650
- CARL: 307
ARL Position Description Bank

A collection from major academic & research libraries.
Consortial Lead Role

• designated by the Consortial Director
• main point of contact for the Institutional Leads in the Consortium
• approves Institutional Leads for Consortial member institutions
• Provides support to Consortial member institutions
• Main point of contact for administrative purposed and interfaces
  with UF team
Institutional Lead Role

- designated by Dean/Director/University Librarian

- main point of contact for administrative purposes and interfaces with UF team
UF Team Role

- works directly with ARL for system updates
- assists Consortial Leads
- coordinates with the Advisory Group
- manages system updates with UF IT
- handles system errors such as broken links and site error messages
- provides training
- answers user questions
A Network of Roles
ADVISORY GROUP
The ARL PD Bank Advisory Group leads and directs activities in support of ongoing sustainability and growth, including reviewing policies, functionality and usability, the digital preservation plan, and user training and education. The Group also leads in engaging with the current and potential community to encourage widespread usage.

The Advisory Group may develop recommendations and reports to ARL and the host institution (University of Florida, UF).

The Advisory Group meets quarterly.
Advisory Group Current Projects

- Updating Marketing Materials
- Updating webpage
- Engaging with Deans/Directors/University Librarians
  - Renew User Agreement
  - Designate/confirm Institutional Lead
  - Announce new RLUK Consortium
QUESTIONS?
DEMONSTRATION
Demonstration

- Login and User Access Requests
- Search
- View Position Record (External v. Internal)
- Add Position
QUESTIONS?
THANK YOU!