



UNIVERSITY OF  
GEORGIA

# UNIVERSITY LIBRARIES

## COLLECTIONS LOGISTICS LIBRARIAN

Reporting to the Deputy University Librarian, the Collections Logistics Librarian advances the planning, stewardship, and assessment of the library's physical collections. The position contributes to collection lifecycle management, space and retention strategies, and major collaborative initiatives, including management of the library's Google Books digitization project and oversight of the library's off-site repository. The librarian manages a team of staff and students, working closely with colleagues across the Libraries to ensure collections are accessible, discoverable, and aligned with institutional and user needs.

### EOO Statement

*The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, genetic information, national origin, race, religion, sex, or veteran status or other protected status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR ([hrweb@uga.edu](mailto:hrweb@uga.edu)).*

### USG Core Values Statement

*The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at [www.usg.edu/policymanual/section8/C224/#p8.2.18\\_personnel\\_conduct](http://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct).*

Please consider applying at <https://www.ugajobsearch.com/postings/466574>

# COLLECTIONS LOGISTICS LIBRARIAN

## Duties & Responsibilities:

- Monitors the lifecycle of physical collections, by working closely with the collections strategy team to make recommendations regarding retention, relocation, withdrawal, and preservation; coordinates long-range planning for growth, storage capacity, and shared print commitments.
- Provide programmatic oversight of the library's off-site repository, including intake, retrieval workflows, service standards, and space planning.
- Works in conjunction with collection strategists to conduct physical collection assessment projects using data and qualitative analysis to inform decision-making,
- Plan, coordinate, and execute large-scale collection shifts and relocations in close collaboration with appropriate library departments, developing project timelines, workflows, and communication plans.
- Ensure accurate tracking and catalog updates during collection relocations.
- Serve as the library's lead for the Google Books digitization partnership liaising with project staff, ensuring appropriate title selection, preparation, tracking, quality control, and return of materials; monitoring project timelines to ensure compliance with contractual and institutional requirements, and collaborating with appropriate library departments to ensure digitized content is accurately represented in discovery systems.
- Supervise and train staff and/or student employees supporting the management of physical collections, storage, and digitization workflows.
- Participate in consortial and cross-institutional initiatives, contributing to strategic planning and policy development.

### Salary and Benefits: \$60,000–

*\$70,000. UGA librarians are non-tenured faculty members with an annual professional development allotment of \$2,000. UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, vision plan, tuition remission via USG's Tuition Assistance Program, generous paid relocation, 21 days annual leave, 12 days sick leave, and 13 paid holidays.*





# COLLECTIONS LOGISTICS LIBRARIAN

## Minimum Qualifications:

- An ALA-accredited Master's in Library and Information Science or relevant terminal degree

## Candidates will be considered at the rank of Librarian I, II, III, or IV.

- For more information about the requirements for the Librarian ranks, please see the Guidelines for Librarian/Archivist Faculty Rank and Promotion: [Guidelines for Librarian/Archivist Faculty Rank and Promotion](#)

## Relevant/Preferred Education, Experience, and/or Certification:

- Two or more years of experience with off-site or high-density storage facilities.
- Two or more years of experience supervising a team and supporting professional growth among reports

## Preferred Knowledge, Skills, Abilities and/or Competencies

- Understanding of major principles and issues in research library collection development and management
- Familiarity with repository densification projects
- Familiarity with Google Books or mass digitization projects
- Familiarity with shared print programs
- Familiarity with Integrated Library Management Systems, such as ExLibris Alma
- Familiarity with Calaisoft or comparable systems.
- Knowledge of collaborative and consortial models for collection building
- Excellent project management skills
- Strong analytical and communication skills







# ABOUT THE UNIVERSITY OF GEORGIA

Chartered by the state of Georgia in 1785, the University of Georgia is the birthplace of public higher education in America and is the state's flagship university (<https://www.uga.edu/>). The proof is in our more than 240 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,100 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 41,000 students including over 31,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 19 schools and colleges, including our newly established School of Medicine.

## ABOUT UNIVERSITY LIBRARIES

The UGA Libraries advance the University of Georgia's mission by providing the best possible access to recorded knowledge, actively contributing to the success of students and faculty through teaching and research services provided in physical and virtual environments, exemplifying the University's strategic priority to serve the people of Georgia and beyond, and upholding the University's commitment to inclusive excellence. A member of the Association of Research Libraries with 75



faculty librarians and archivists, 150 staff and nearly 200 student workers, the UGA Libraries receive more than three million visits per year on average and provide services at nine locations across the Athens campus, among them the Main Library, Miller Learning Center, McBay Science Library, Special Collections Libraries,

and Health Sciences Carnegie Library. The UGA Libraries offer nationally distinctive special collections related to Georgia's history, politics, and public policy, and preserves one of the foremost media collections in public broadcasting. The UGA Libraries provide IT support for Georgia Library LEarning Online (GALILEO), Georgia's statewide virtual library initiative, and is home to the UGA Press and Georgia Review literary journal.



Visit [libs.uga.edu](https://libs.uga.edu) for more information.

# ABOUT THE CITY OF ATHENS

Athens is a vibrant college town filled with creative energy. The city is located along the North Oconee River in Clarke County, in northeast Georgia just below the foothills of the Blue Ridge Mountains and only a few hours' drive from the Atlantic coast. In 1801 it was chosen as the site of Georgia's first state college and named Athens after the city in Greece.



Nicknamed the Classic City, Athens is best known for great music, a happening food scene, and of course the Georgia Bulldogs, winners of the 2021 and 2022 College Football National Championship. In the spring, the city's Twilight Criterium, one of the country's largest cycling events, attracts both cyclists and spectators. Athfest, a local music festival held on outdoor stages and in venues around town takes place each summer, and the Hot Corner Festival celebrates the African American business community and culture each June. On autumn Saturdays the town swells as football fans flock to cheer on the University of Georgia Bulldogs. In recent years the town is becoming known around the Southeast for its great breweries like Creature Comforts and Terrapin. Filled with historic architecture and home to the State Botanical Garden of Georgia, Athens is a unique blend of traditional heritage and trend-setting southern culture.



In 1990 the city of Athens and Clarke County combined to form a unified government. Home to more than 100,000 residents, the top three employers include the University of Georgia, Piedmont Regional Healthcare System, and the Athens-Clarke County School District. With more than 12,000 enrolled students, the Athens-Clarke County School District is proud to serve a diverse population across 14 elementary schools, 4 middle schools, and 2 high schools, as well as an early learning center and community career academy.

## Special Instructions to Candidates:

Applicants should attach a 1-2 page letter of interest, a complete CV, and the names, titles, and contact information of three professional references. The University of Georgia Libraries wish to emphasize that preferred qualifications are not required and we are committed to helping our

future colleagues develop preferred knowledge, skills and abilities. Applicants are encouraged to communicate the ways in which their work meets required or preferred qualifications in ways that may not be obvious. Candidates are encouraged to submit their materials by March 8, 2026, however, the position will remain open until filled.



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University Libraries

Questions? Email [libjobs@uga.edu](mailto:libjobs@uga.edu)