UNIVERSITY OF TORONTO LIBRARIES

POSITION: **Director, Richard Charles Lee Canada-Hong Kong Library (Librarian III or IV)**

DEPARTMENT: **Richard Charles Lee Canada-Hong Kong Library**

DATE REQUIRED: **January 1, 2022**

Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.

About the University of Toronto Libraries

The University of Toronto Libraries system is the largest academic library in Canada and is consistently ranked in the top ten among academic research libraries in North America. The system consists of 42 libraries located on three university campuses: St. George, Mississauga, and Scarborough. This array of college libraries, special collections, and specialized libraries and information centres supports the teaching and research requirements of over 300 graduate programs, more than 70 professional programs, and about 700 undergraduate degree programs. In addition to more than 15 million volumes in 341 languages, the library system currently provides access to millions of electronic resources in various forms and over 31,000 linear metres of archival material. More than 150,000 new print volumes are acquired each year. The Libraries' data centre houses more than 500 servers with a storage capacity of 1.5 petabytes.

The Opportunity

With approximately 71,000 volumes, including 2,500 periodical titles, 1,000 reels of microfilm, and an expanding collection of electronic and audio & visual materials, the Richard Charles Lee Canada-Hong Kong Library collection is the largest research collection for Hong Kong and Canada-Hong Kong studies outside of Hong Kong. The collection focuses primarily on Hong Kong, Canada-Hong Kong relations, and Hong Kong Canadians.

Responsibilities

The University of Toronto Library seeks an experienced, knowledgeable, and innovative librarian to provide leadership for the overall operation and administration of the Richard Charles Lee Canada Hong Kong Library.

Reporting to the Associate Librarian for Special Collections, the incumbent will contribute to a dynamic division of five departments (Rare Books and Special Collections, the Cheng Yu Teng East Asian Library, Media Commons Archives, the Richard Charles Lee Canada-Hong Kong Library, and the University of Toronto Archives and Records Management Services) to build excellent research collections and supporting services.

The incumbent is responsible for building Canada-Hong Kong collections, promoting use of the collections in traditional and new methods of research, and developing programs and services to meet the growing needs of a diverse community of faculty, visiting scholars, graduate and undergraduate students and members of the public.

The incumbent will develop highly collaborative relationships with colleagues throughout the University of Toronto Libraries, including advancement staff, administrative colleagues, and senior library management.

The successful candidate will:

- Be responsible for the management, operations, coordination, and strategic direction of the Canada-Hong Kong Library
- Manage the acquisition and processing of print, electronic and manuscript materials in multiple formats through purchase and donation of Canada Hong Kong collections and resources
- Plan, develop, and coordinate Canada-Hong Kong Library public service, instructional, and research services
- Plan and develop exhibitions and digitization projects
- Liaise with faculty and students in support of teaching and/or research related to Hong Kong/Chinese Canadians
- Develop community outreach programs, co-ordinate exchanges, and other proactive outreach initiatives
- Hire, train, and mentor staff
- Build collaborative relationships and programming with donors, researchers, faculty, students, and other communities of interest
- Encourage and cultivate close relations with colleagues in the field, and with donors of funds and materials relating to the Canada Hong Kong collections

Required Qualifications

- A degree from an accredited Master's level program in library and information studies
- Demonstrated awareness of and sensitivity to the values of inclusivity, diversity and accessibility
- Proven managerial / administrative experience
- Fluency in Cantonese
- Knowledge, familiarity with Hong Kong/Chinese Canadian publications and East Asian scholarly publishing
- Understanding of and commitment to supporting scholarly needs in Hong Kong/Chinese Canadian Studies
- Demonstrated service orientation and public service experience
- Outstanding interpersonal and team-building skills
- Self-motivated and detail-oriented
- Demonstrated commitment to ongoing learning and professional growth
- Strong evidence of a growth mindset: a librarian who demonstrates flexibility, creativity and resilience

Preferred Qualifications

- A degree or equivalent experience in one or more fields of Hong Kong Studies
- Working experience in a Hong Kong or Chinese Canadian collection
- Fluency in Mandarin
- Knowledge of Pinyin and Wade-giles romanization systems and major bibliographic utilities
- Successful record of attracting donations of funds and gifts-in-kind
- Relevant research experience, publication, teaching or demonstrated record of scholarly activity
- Experience with digitization projects

Salary and Terms of Appointment: This is a permanent status stream position.

Rank and salary will be commensurate with experience and academic/professional qualifications.
It is anticipated that this position will be filled at the Librarian I or II level, subject to review and experience.
Minimum salary: LIB III: $92,613, LIB IV $109,121 (Salary is dependent on rank at hire and qualifications).

Benefits: We offer generous benefits packages to all employees. Additional information is available at:
https://hrandequity.utoronto.ca/careers/benefits/

Additional information

Librarians at the University of Toronto are members of the University of Toronto Faculty Association.

How to Apply

Application Materials Required: A cover letter, curriculum vitae, and contact information for three references of which at least two have supervised your work. Please send a single electronic file (MS Word or pdf) with a file name convention of [Surname,FirstName. CHKLDirector]   to Library Human Resources at utlhr@utoronto.ca; or to Room 1140, 130 St. George Street, University of Toronto Libraries, Toronto, Ontario M5S 1A5; by September 15, 2021.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact utlhr@utoronto.ca.

The University of Toronto Libraries thanks all applicants but will only contact applicants selected for an interview.

University of Toronto Library System: http://onesearch.library.utoronto.ca/
University of Toronto: https://hrandequity.utoronto.ca/
Policies for librarians: https://hrandequity.utoronto.ca/policies/