

I. DEPARTMENT: University Libraries – Preservation and Special Collections

II. POSITION: Special Collections Librarian / Archivist

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant

V. POSITION No.: 1612

VI. JOB PURPOSE:

This position is responsible for providing leadership and direction for the development, maintenance, and promotion of the Special Collections of the University Libraries. He/she will identify and participate in the acquisition of appropriate additions to the holdings of the Libraries' Special Collections. This person in this position is a member of the Preservation and Special Collections Department and participates fully in the programs and services of that department. As a member of the faculty, he/she participates in the University Libraries' Collection Development Program, serves as subject liaison to assigned department(s), participates in the User Instruction Program, and provides user assistance at the Special Collections Service Desk on a scheduled basis.

VII. DUTIES AND RESPONSIBILITIES

A. Assumes responsibilities as a Librarian in one of the departments of the University Libraries.

1. Provides leadership and coordination in planning, building, supporting, maintaining, and evaluating the Special Collections of the University Libraries.
2. Fosters engagement with Special Collections by building and maintaining good working relationships with Libraries' faculty and staff as well as with faculty across the campus.
3. Identifies and implements traditional and emerging techniques and methodologies for providing access to, caring for, reproducing, and maintaining the Libraries' Special Collections.
4. Coordinates the day-to-day operations of the Special Collections Reading Room.
5. Coordinates the work and activities of Libraries' faculty and staff undertaking tasks related to supporting the Libraries' Special Collections.
6. Plays a key role in planning and implementing the University Libraries' Digital Repository (ULDR) and other digital project especially those focusing on the holdings of Special Collections.
7. Represents the University Libraries with local and regional groups addressing matters related to Special Collections.
8. Prepares appropriate reports related to the content, use, and/or maintenance of the Libraries' Special Collections.
9. Provides training and guidance for University Libraries' personnel assigned to work with Special Collections.
10. Participates in providing direct user assistance at the departmental service desk on a scheduled basis.
11. Participates in the preparation of finding aids and/or other tools to facilitate user access to materials, especially materials in Special Collections.
12. Participates in the planning, development, and delivery of the services, projects, and activities of the Preservation and Special Collections Department.

B. Participates in faculty governance and provides input into library decision-making.

1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.

2. Participates in the University Libraries' User Instruction Program which is coordinated through the Research and Instructional Services Department and focuses on teaching library skills to students and faculty.
 3. Stays abreast of current trends and best practices in areas of his/her responsibility and takes steps necessary to integrate these into the University Libraries as appropriate.
 4. Serves as collection developer and library liaison for assigned subject areas or departments.
 5. Serves on committees and task forces in the University Libraries and on campus as a part of his/her role as a member of the University Libraries' faculty.
- C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the Libraries' organizational mission.
1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship, archives, the broader field of information sciences, or other appropriate area of research.
 2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
 3. Seeks opportunities to publish research findings in professional publications and to make formal presentations at professional meetings.
 4. Participates in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
 5. Maintains membership and actively participates in appropriate professional organizations, serving on committees and holding office as evidence of providing service to the profession.
- D. Performs other duties as assigned.
1. Participates in library-wide projects and activities as needed or assigned.
 2. Undertakes other tasks assigned by the Department Head and/or the Dean of University Libraries.

VIII. DIRECTION RECEIVED:

Reports to the Department Head for Preservation and Special Collections. Works closely with faculty and staff in the Library Information Systems (LIS) Department on matters related to the University Libraries' Digital Repository (ULDR).

IX. DIRECTION GIVEN:

Supervises the work of staff and students involved in tasks related to archival access, preservation, and/or digitization.

X. JOB SPECIFICATIONS:

This is a 12 month, tenure track, faculty position that requires an ALA accredited M.L.S and appropriate, relevant work experience. Certification as an Archivist is desirable. Faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications. A second graduate degree is required to be eligible for tenure or promotion.

XI. SPECIAL CONDITIONS:

This position requires a varying work schedule and may include some scheduled evening and weekend hours. The specific work schedule may change from week to week depending on the demands of the library and the responsibilities of the position.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

1. Knowledge of the principles and practices of managing Special Collections.
2. Knowledge of principles and practices related to the digitization of library resources.

3. Experience and comfort with using computers and other appropriate technology in a work setting.
4. Experience providing direct user assistance in a customer service environment.
5. Ability to supervise the work of others.
6. Demonstrable good oral and written communication skills.
7. Must have good interpersonal skills and demonstrate a commitment to public service.
8. Must be a self-starter and able to work independently as well as a part of a team in a collegial environment.
9. Must be able to assume responsibility and accomplish goals in a timely manner with little or no supervision.
10. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.
11. Ability to work effectively with a highly diverse group of faculty, staff, students, coworkers, and the general public, in a courteous and professional manner.
12. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues and situations.

XIII. WORKING CONDITIONS:

Technologically oriented academic research library where the Special Collections represent the unique resources that distinguish this institution's collections from other research collections. Position has a significant public service component requiring frequent interaction with the public in person, by telephone, and/or electronically. Position requires some standing, walking, and reaching in order to assist library users. Incumbent must be able to stoop, bend, and lift up to 30 pounds. Must also be able to push and/or pull wheeled carts filled with books. As a member of the Preservation and Special Collections Department, this person will be expected to participate in the regular desk schedule and will be required to work some evening and weekend hours as scheduled. This position may require travel to other locations to evaluate or receive donations to the collections, to deliver services to users at other sites, and/or to participate in professional activities.