

- I. DEPARTMENT: University Libraries, Special Collections
- II. POSITION: Special Collections Librarian / Archivist
- III. CLASSIFICATION: Faculty
- IV. NAME OF INCUMBENT: Vacant V. POSITION No.: 001612

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. They will participate in the acquisition and processing of appropriate additions to the holdings of the Libraries' Special Collections. As a member of the Special Collections Department, they will participate fully in the programs and services of that department. As a member of the faculty, they participate in the department's user instruction program, and provide user assistance at the Special Collections Service Desk on a scheduled basis.

The specific duties, tasks, and responsibilities of this position are subject to change as technology advances and the needs and interests of the University Libraries and the University of Memphis evolve over time.

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 work and activities of Libraries' faculty and staff undertaking tasks related to supporting the Libraries' Special Collections.
 5. Plays a key role in planning and implementing the University Libraries' digital projects especially those focusing on the holdings of Special Collections.
 6. Represents the University Libraries with local and regional groups addressing matters related to Special Collections.
 7. Prepares appropriate reports related to the content, use, and/or maintenance of the Libraries' Special Collections.
 8. Provides training and guidance for University Libraries' personnel assigned to work with Special Collections.
 9. Participates in providing direct user assistance at the departmental service desk on a scheduled basis.
 10. Participates in the preparation of finding aids and/or other tools to facilitate user access to materials in Special Collections.
 11. Participates in the planning, development, and delivery of the services, projects, and activities of the 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. May participate 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 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. May conduct 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. Seeking grant funding to support research or experimentation in their field(s) of interest is encouraged.
 - 3. May seek 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 Executive Director/Dean of University Libraries.

VIII. DIRECTION RECEIVED:

Reports to the Department Head for Special Collections.

IX. DIRECTION GIVEN:

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

X. JOB SPECIFICATIONS:

This is a 12-month, clinical faculty position that requires an ALA accredited M.L.S/ M.L.I.S and appropriate, relevant work experience. Certification as an Archivist is desirable. Faculty members are expected to provide professional service to the university and the profession.

XI. SPECIAL CONDITIONS:

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, particularly the processing and preservation of manuscript 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 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 Special Collections Department, this person will be expected to participate in the regular desk schedule. 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.

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