

PHILLIPS SEMINARY

Special Collections and Archives Librarian

Classification

Exempt

Reports to

Dean of the Library and Research Services

Mission of Position

Ensures the long-term preservation, organization, and access of and to unique, fragile, and obsolete materials, both digital and traditional, within the Phillips Seminary Library holdings; supports the learning and research use of the collections by Phillips' community and publics.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

▪ Collection Preservation

- Provides access to special and digital collections by organizing incoming and older unprocessed collections, creating finding aids, and applying metadata using archival software in accordance with national standards and best practices; coordinates with Access Services Librarian and IT for assistance in implementation of systems as necessary.
- Coordinates with the Dean of the Library in creating and maintaining policies, procedures, planning, and programming for Special Collections;
- Ensures proper access to and handling of materials in Special Collection spaces
- Performs archival processing by evaluating project needs, creating processing plans, determining appropriate levels of processing, setting goals, establishing timelines, and evaluating outcomes for archival and special collections processing. Evaluates and addresses the preservation and rehousing needs of collection materials.
- Establishes new collaborations with regional institutions for collection sharing and development;

- Promotes strategies for raising awareness of our collections.
 - Pursues additional funds necessary to support programs and collections through grant writing.
 - Prepares statistical reports on processing and usage for the Dean of the Library.
 - Oversees the maintenance and replacement of lab equipment.
 - Coordinates with facilities maintenance to monitor the library's environment and make recommendations as necessary to prevent or minimize damage to collections over time.
- **Special Collections Learning Support**
- Curates traditional and online exhibitions in support of the Seminary's teaching, research and learning endeavors.
 - Provides tours to internal and external groups on special collections topics and collections.
 - Occasionally collaborates with faculty and Instruction Librarian to support the Seminary's teaching, research and learning endeavors through the use of Library's Special Collections.
 - Provides reference and research assistance to the Phillips Theological Seminary community.
 - Collaborates with Communications to promote collections using social media, blog, and through other venues.
- **Public Services Support**
- Provides public services at the circulation desk such as hospitality, reference, and interlibrary loan by being an essential member of the public services team.
- **Professional Development**
- Maintains currency with trends and developments in serials and archives functions, resources, practices and procedures in the fields.
 - Contributes to the profession through active participation in professional conferences and associations.

Competencies

- Demonstrated technological expertise related to trends in special collections librarianship services, digital collections, and the archiving and preservation of manuscript collections
- Knowledge and experience with archival practices, preservation principles, metadata standards for archival descriptions such as EAD, DAC, and LCSH, copyright issues, digital rights management, and digital initiatives;
- Experience with tools and software used to capture, manage, and deliver born-digital records;
- Experience handling physical rare and archival materials;
- Demonstrates effective written and verbal communication and interpersonal skills;
- Excellent organizational, time, and project management skills;
- Demonstrates ability to work effectively as a member of a diverse, dynamic, team and as an independent self-starter in the performance of everyday tasks;
- A commitment to service;
- Grant-writing skills;
- Ability to perform physical requirements of the job including a tolerance to dust and mold removal;
- Ability to work effectively in MS Word, Excel, and PowerPoint.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a seminary library and special collections processing setting. This role routinely uses specialized archival equipment, various computers, phones, photocopiers, display cabinets, and filing cabinets.

Physical Demands

This role requires mobility throughout the seminary; bending, sitting, and standing to assist students and faculty, lifting and retrieving books, opening display cabinets, and a tolerance to dust and mold removal.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

Travel

Travel to meetings and conferences is required.

Required Education and Experience

- ALA-accredited MLS or MLIS with a concentration in special collections, archives, or archival administration, a Master's in Museum Science and Management from an HLC-accredited program, or a Master's in Archival Studies.
- Two years' experience with special collections in an academic or museum setting. Internship experience acceptable.

Preferred Education and Experience

- Subject expertise and/or interest in theology, religious studies, and the Disciples of Christ denomination;
- Work/internship experience in theological materials.
- Experience with CONTENTdm.
- Experience with Ex Libris Alma and Primo

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.