



Special Collections and Archives Librarian

FLSA Classification:

FT/exempt

Salary Grade/Level:

Position Title: Special Collections and Archives Librarian

Reports to: Dean of the Library

Date Created/Revised: February 2023

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

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; acquires archival materials in the subject specialty of racialized trauma in Oklahoma and the surrounding area for theological considerations; supports the learning and research use of the collections by Phillips' community and publics.

Essential Functions:

- Collection Preservation
 - Provides access to special hard-copy 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 with emphasis on theological considerations of racialized trauma.
 - Promotes strategies for raising awareness of our collections.
- **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 the Communications Department 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.
- Performs miscellaneous job-related duties as assigned.

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

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 Responsibilities:

- 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. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor.

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:

This position is full-time and requires 40 hours per week. Occasional evening and weekend hours for classes or special events.

Travel:

Travel to meetings and conferences is required.

Required Education/Experience:

- ALA-accredited MLS or MLIS with a concentration in special collections, archives, or archival administration; or 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 a library setting. Internship experience acceptable.

Preferred education/Experience:

- Work/internship experience in theological materials

- Experience with CONTENTdm
- Experience with Ex Libris Alma, Primo, or FOLIO

EEO Statement:

Phillips is an ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Seminary does not discriminate against employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary’s commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

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 position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee:_____ **Date:**_____