

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title: Special Collections Librarian**

**Division: Academic Affairs**

**Department: Library**

**Location: Special Collections Department (SC), Glickman Library, Portland Campus**

**Schedule: 40 hours/week, primarily weekdays with some evening hours to support SC events;**

**Hours may vary during University vacation periods**

**Reports to: Coordinator of Special Collections**

**STATEMENT OF THE JOB:**

The Special Collections Librarian is a highly motivated, collaborative, inclusive, and enthusiastic librarian who values an innovative student-centered approach to providing public services and research consultations, both onsite and online, with a focus on Special Collections' role in instruction and outreach to the university and community. This position works with faculty to instruct with Special Collections materials and facilitate teaching, learning, and research by reinforcing the significance of primary source materials as curricular resources in all formats. The Librarian provides technical services for Special Collections (SC), including processing manuscript collections and the University Archives. This position oversees the cataloging of books in the collections and maintains collection’s records in the Special Collections ArchiveSpace. The Librarian works with the Coordinator of Special Collections to publicize and promote SC, integrates materials into the Digital Commons, and works closely with colleagues in the two other specialized collections and Library Research and Instruction. This position, as a member of the Special Collections team, promotes the overall goals and projects of Special Collections. The Librarian is responsible for LibGuides associated with their liaison area and resource guides to department materials. The position is expected to be professionally curious and engaged on campus, within the library community, and the consortiums in which USM Libraries participate.

**ESSENTIAL FUNCTIONS**

* Manages Special Collections instruction program, provides some direct instruction, including developing and implementing strategies to increase and integrate the use of Special Collections materials into USM courses and curriculum and public presentations.
* Oversees public services for Special Collections including providing research services and consultations both onsite and online as well as back up coverage and service when needed.
* Delivers presentations, relying on Special Collections materials, to a variety of stakeholders.
* Plans, develops, and implements collections management procedures and workflow for Special Collections to ensure physical and intellectual management of the collections, including utilizing ArchiveSpace.
* Supervises and/or provides the initial and full processing and documentation of manuscript donations, including creation of finding aids in accordance with national and local standards and created finding aids. Manages cataloging for print collections.
* Supervises the organization of materials physically in the Special Collections stacks according to professional guidelines, including preservation housing as necessary.
* Manages metadata in relation to cataloging print material and processing manuscript collections.
* Collaborates with the Coordinator to enhance Special Collections digital presence and remote teaching and learning skills.
* Oversees Special Collection webpages.
* Participates in the Library Liaison team serving academic departments as assigned.
* Assists the Coordinator of Special Collections with preparing education and promotional text and publications.
* Maintains the stacks and other storage facilities including monitoring environmental control.
* In the absence of the Coordinator of Special Collections, may assist with the Sampson Center Board and the Sampson Center Collection Advisory Committees.
* Coordinates with the Director of University Libraries on behalf of Special Collections in the absence of the Coordinator of Special Collections.
* Contributes to the overall effectiveness of the library website through content development, feedback, and evaluation.
* Participates in library and university committees.
* Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

* Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
* Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
* Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
* Control over, access to, or security of restricted levels of information technology systems that would allow the person to harm the IT systems or the information contained in them.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.

**SUPERVISORY RESPONSIBILITIES:**

* Trains, supervises, and assists student workers and interns, both graduate and undergraduate. May supervise tasks of hourly employees and volunteers in Special Collections, as appropriate.

**BUDGET RESPONSIBILITIES:**

* Make recommendations for purchases for Special Collections activities.
* Make recommendations for purchases related to Liaison areas and special collections.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:**

* Represents the library on USM, University of Maine System, and other professional committees as assigned or otherwise appropriate.
* Participates with other staff members in other specialized collections meetings and activities.
* Participates in professional meetings, workshops, and conferences, especially those with an emphasis on special collections, archives, and cataloging.
* Develops a pattern of professional participation and involvement through research, service, and/or other available avenues consistent with a high level of professional growth.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** All library staff; USM students, faculty, and staff; UMS students,

staff and faculty, other USM Specialized Collections

**External:** Staff at state, regional, and national libraries and information

centers; Special Collections donors; Non-USM students, donors

and the general public.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Strong commitment to responsive and innovative library public services, a positive service attitude, demonstrating enthusiasm, initiative, creativity, good judgment, and resourcefulness.
* Knowledge of special collections and archives librarianship, including public services, archival accessing, processing, and preservation.
* Ability to work with students and faculty in the useof materials, to provide class instruction about special collections and promote the use of special collections.
* Knowledge of providing research services, the organization, retrieval, and management of appropriate information and collection resources in assisting users.
* Ability to interact effectively with a diverse, multicultural, and nontraditional student body, including sensitivity and awareness of the differences and expectations among a diverse student body and different backgrounds.
* Commitment to public services with sound knowledge and strong interpersonal skills for assisting users from diverse educational and cultural backgrounds in research with Special Collection resources in person and online.
* Ability to work with minimal supervision and to manage time productively by organizing and prioritizing work.
* Skill and maturity of judgment to handle challenging patron interactions.
* Knowledge of library systems, digital technologies, and the ability to learn current and emerging technologies.
* Knowledge of special collections finding aids, websites, metadata standards, and digital trends in special collections.
* Knowledge of the general legal context regarding privacy, copyright, records retention, transfer of ownership, and donor relationships.
* Good working knowledge of the principles of cataloging including original and copy cataloging.
* Good working knowledge of, and ability to interpret and apply several detailed sets of cataloging rules and standards.
* Ability to use standard computers and software, retrieve books, serials and microforms located on shelves; lift books, serials, and equipment weighing up to 20 pounds.

**QUALIFICATIONS:**

**Required:**

* Master’s degree from an ALA-accredited Library Science program or equivalent graduate program.
* Demonstrated awareness of using primary resources in teaching, learning, and in the curriculum.
* Experience in reference and/or other public services.
* One year or more of manuscript processing experience in an integrated online library system or a minimum of two years’ experience in special collections or archives management.
* Excellent oral, written, and interpersonal communication skills.

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**Date Approved: 5/14/21 (Meghan Schratz)**

**Date Revised: 5/10/21**

**Job Family: 12**

**Salary Band: 103**

**Unit: UMPSA**

**CUPA code:**

**Employee: Vacant**

**Position #: 00012649**