Position: College Archivist & Special Collections Librarian

Reports to: Director of Hoover Library

Department: Library

FLSA Status: Exempt

Scope: A regular, 12-month, full-time, 30 hours per week, professional librarian position managing McDaniel College’s Archives & Hoover Library’s Special Collections. Duties include: developing, organizing, maintaining, digitizing, describing and preserving College-related records and artifacts and special collections, as well as related exhibit preparation, event planning and donor relations. Provides research services in keeping with accepted archival practices. Participates with other librarians in providing instruction, supporting collection development, and other duties as assigned. Some evening and occasional weekend hours required.

Basic Responsibilities:

- Manage the College Archives & Library Special Collections using modern archival software and metadata standards and strategies, including receiving, processing, identification, assessment, description, storage, access, digitizing, preservation and disposal of archives and special collections in all formats.
- Provide instruction on the use and interpretation of archival materials and information resources
- Participate in library collection development
- Supervise student employee(s) hired or volunteering in Archives & Special Collections
- Participate in professional organizations and take part in college academic activities
- Participate as a member of the leadership team working closely with the Library Director to advance the mission and goals of the Hoover Library.
- Perform other duties and responsibilities as assigned.

Specific Responsibilities

Manage the College Archives & Library Special Collections using modern archival software and metadata standards and strategies, including receiving, processing, identification, assessment, description, storage, access, digitizing, preservation and disposal of archives and special collections in all formats. Including:

- Evaluating donated materials, accessioning materials, and determining appropriate storage methods and shelf locations
- Maintaining Archives catalog system and developing and updating Finding Aids
- Maintaining and updating the Archives & Special Collections sections of the Library’s website
- Providing limited access to researchers, and responding to queries for information available in the Archives while maintaining access and confidentiality restrictions. Common research queries may include:
  - Information regarding College Alumni, faculty, administrators and trustees
  - Past events, programs, celebrations and ceremonies
- Official publications, manuscripts, correspondance, etc.
- Developing and managing projects to digitize collections to increase access for researchers
- Performing preservation and basic conservation of materials and artifacts as needed, identifying when deeper methods need to be contracted
- Monitoring climate-control system and reporting when issues occur
- Preparing Archives & Special Collections related exhibits in the Library and elsewhere on campus
- Working with the Library Director and Development Office to secure grants and other donor support for the Archives & Special Collections

Provide instruction on the use and interpretation of archival materials and information resources
- Prepares and delivers class presentations and demonstrations
- Develops instructional material and resource guides in various formats
- Maintains current skills with library instruction techniques and technologies

Participate in library collection development
- Assists in the selection of library materials appropriate to the curriculum and the library’s collection development policy in areas of expertise
- Develops and updates collection development policy sections as they pertain to the Archives & Special Collections

Supervise student employee(s) hired or volunteering in Archives & Special Collections
- Includes writing and updating procedures, advertising position availability, reviewing applicants, coordinating and supporting the work of student employee(s)

Participate in professional organizations and take part in college academic activities
- Participates in relevant professional organizations
- Attends professional meetings, workshops and presentations
- Participates in college academic activities

Participate as a member of the leadership team working closely with the Library Director to advance the mission and goals of the Hoover Library.

Perform other duties and responsibilities as assigned.

Qualifications:
- **Required:** ALA accredited Master’s Degree in Library or Information Science. Knowledge and ability to apply appropriate archival theory, standards and practices. Knowledge and understanding of current technologies utilized in the management of Archives & Special Collections. Working knowledge of intellectual property and copyright issues related to archives. Attention to detail and ability to work independently. A strong commitment to excellence in public service. Ability to work in a strongly collaborative environment and fit into the cross-functional nature and close knit community at a small liberal arts college. Strong verbal, written and interpersonal communication skills. Ability to calmly manage stressful situations and juggle multiple tasks and commitments in an effective and timely manner. Ability to successfully lead and complete a wide scope of projects. Demonstrated commitment to the use of new information technologies. Commitment to professional development and service.
- **Preferred:** Experience in best practices for development, management, storage, and preservation of archival materials and electronic and analog records; knowledge and experience in the
management of digital repositories and assignment of metadata; knowledge of emerging trends for institutional repositories; recent digitization project leadership experience including incorporating current metadata standards; a high level of comfort and proficiency with technology; interest in American romance literature; successful grant writing experience also desirable.

**Physical Characteristics:**
This position requires lifting boxes and pushing carts of up to 25 lbs on a regular basis, as well as some bending and stooping; must minimize exposure to paper/book dust, molds, and vapors from library mending and cleaning products through the use of protective masks and gloves when necessary.