

Job Description

Job Title:	Librarian, Special Collections & Archives
Department:	Library
Reports To:	Head, Special Collections & Archives
Jobs Reporting:	Work study student Co-op student
Salary Grade:	USG 8 - 13
Effective Date:	March, 2018

Primary Purpose

The Librarian, Special Collections & Archives serves as a primary contact with regards to the rare book and periodical collections of the department. The incumbent works with faculty to integrate the use of the collections into the curriculum, and with students to integrate information literacy into their academic life. The incumbent works collaboratively to appraise, organize, arrange, describe and provide access to the Library's literary and historical archival collections. They work to provide research and information services to University students, faculty, staff, as well as external researchers. The Librarian, Special Collections & Archives also participates in Library and Campus-wide cooperative efforts such as committee work and special projects.

Key Accountabilities

Information Resource Management

- Acts as the primary contact for the rare book and periodical collections
- Prepares bibliographies and guides as well as other instructional and research tools to enhance access
- Identifies volumes which require preservation or conservation treatment, and where necessary, carry out preventative measures such as rehousing
- Updates rare book and periodical values in a timely manner for insurance purposes
- Performs archival work related to the accessioning, arrangement, description, storage of and access to archival material and other records in all formats received in the department by donation, purchase or transfer in accordance with archival principles and institutional policies, procedures and priorities
- Works collaboratively with Special Collections & Archives staff to establish, document and implement processing procedures necessary to maintain intellectual and physical control of holdings
- Analyzes and evaluates the use, condition and conservation requirements of archival material, including the preservation needs of media requiring specialized treatment and participates in initiatives to convert or migrate media to appropriate preservation formats
- Works collaboratively with Special Collections & Archives staff to identify and prioritize items in the collection suitable for digitization
- Liaises with Metadata & Cataloguing staff to ensure newly processed fonds and collections are added to the Library catalogue and ensures that appropriate metadata is provided to facilitate online access and discoverability

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- Participates in the monitoring of national and international archival and other metadata standards and in the formulation of local policies and procedures

Gifts and donations

- Assists the Head, Special Collections & Archives with the appraisal and acquisition of donations and purchases of rare book and archival material

Outreach and instruction

- Coordinates outreach and promotion efforts to make special collections and archival material visible and available to the University community and beyond
- Leads the development of physical and digital exhibits
- Supports and advances the Library's Strategic Directions to further the Library's contribution to the School and the campus Strategic Plan/goals, as well as to the learning, teaching, and research of the campus community
- Develops, designs, delivers, and assesses instruction programs, including designing instructional materials, whether in person, online or in a blended environment
- Develops modules for instructional activities as related to areas of subject expertise
- Works with faculty to integrate the use of the collection, and research skills into course assignments and research activities
- presents to internal and external communities to promote Special Collections & Archives services and collections

Research and information services

- Works with Special Collections & Archives staff to perform research and information services to University students, faculty, staff, as well as external researchers.
- Performs research and provides material for University and Library development activities and related events
- Builds effective working relationships with other University of Waterloo colleagues, the TriUniversity Group of Libraries (TUG) and external professional colleagues
- Participates in professional development in areas including research, training, conference presentations, and ongoing skills acquisition

Management and supervision

- Trains and supervises the work of student workers
- Directs the work of Library Associates as appropriate
- Represents the Head, Special Collections & Archives in their absence
- Leads or participates in the planning and execution of special projects and participates on task groups or committees as appropriate

Required Qualifications

Education

- ALA-accredited Master of Library Science degree or equivalent

Experience

- Formal coursework or training in rare books with demonstrated experience of printing and the history of the book

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- Demonstrated experience of archival theory and practice, including relevant national and international appraisal, metadata and preservation standards and proven knowledge of Rules for Archival Description (RAD)

Assets

- Experience in special collections, archives, or rare books within an academic library setting
- Experience with information management systems

Knowledge/Skills/Abilities

- Demonstrated ability to independently, as well as collaboratively, plan, coordinate, and implement effective workflows and projects
- Familiarity with copyright and its application to material in all formats
- Familiarity with archival description platforms (particularly AtoM and InMagic/DBTextworks)
- Knowledge of management of born-digital records
- Proven excellent communication skills, both oral and written
- Ability to foster positive working relationships and build partnerships
- Ability to work effectively and efficiently without direct supervision
- Demonstrated ability to manage very detail-oriented processes requiring an exceptional degree of accuracy
- Demonstrated ability to analyze and resolve problems and to prioritize multiple tasks in an environment with frequent interruptions
- Proven ability to work effectively in a service-oriented environment, which values collaboration and collegiality
- Demonstrated ability to interact with others in a respectful and sensitive manner
- MS Word – Intermediate
- Excel – Intermediate
- PowerPoint – Intermediate
- Archival description platforms; repositories; content management systems – Intermediate to Advanced

Nature and Scope

- **Contacts:** Communicates with department members and provides courteous and accurate in-person, e-mail, telephone, and postal reference services - Communicates with all staff and departments to discuss, present and meet mutual information and departmental needs - Communicates with scholars, researchers, genealogists and the general public to discuss and meet information and research needs - Communicates with current and potential donors to assist in the appraisal and acquisition process
- **Level of Responsibility:** The Librarian is responsible for their own work. The position has supervisory responsibility for work-study, co-op or contract positions. The Librarian may direct the work of Library Associates. The incumbent handles material (some sensitive) subject to privacy legislation and copyright regulations and must ensure appropriate safeguards are employed in providing access to the material. As required, the position consults with the Head, Special Collections & Archives, and members of the Library Managers Group.
- **Decision-Making Authority:** Responsible for their own work in consultation with the Head, Special Collections & Archives
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of a library staff position

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- **Working Environment:** Exposure to stresses related to pressures and priorities related to typical archivist responsibilities. Occasional need to lift and handle boxes up to 18 kg (40 lbs.), using step ladders to retrieve and return boxes stored on shelves at heights of up to 3 metres.