**JOB DESCRIPTION**

**Title: Head, Archives and Special Collections Date: June 2021**

**Department/Division: Raymond H. Fogler Library Reports To: Dean of University Libraries**

**Purpose:**

The Head of the Archives and Special Collections provides leadership, vision, and planning in the collection, organization, and preservation of materials in multiple formats. The position supports the instructional, research, and public service functions of the university through collection building and access to Maine and regional materials and the University of Maine Archives. The position is responsible for the coordination, management, and direction of the department librarians and other staff. The position takes a leadership role in the library’s work with the Memorandum of Understanding Between the Penobscot Nation and the University of Maine. This position interacts with and may lead University of Maine System library colleagues and others on matters of mutual interest and concern.

**Plans, directs, and manages the Department**

* Develops and implements the policies, procedures, and workflow to ensure a well-functioning department.
* Collaborates with other library departments to achieve departmental, library-wide, and university goals.
* Advises the Dean on department and library-wide needs and projects.

**Plans, directs, and manages the collection development of the Archives and Special Collections.**

* Manages the selection and acquisition of library material in all formats, print, non-print, and digital, within the scope of Special Collections development policies
* Develops, maintains, and implements policies and procedures regarding preservation and conservation.
* Identifies sources of materials and encourages donations of manuscripts and books and works with donors to acquire gifts of collections that support the Special Collections development policy.
* Monitors the development of national and international standards related to special collections and archival materials in the digital library environment.
* Performs detailed analyses of collections for the Dean of Libraries, University accreditation reports, national library organizations, and others as needed
* Manages the processing, cataloging, and creation of finding aids for manuscript collections and other collections.
* Manages the preservation and conservation of collections.

**Plans, directs, and manages the access to the collections**

* Ensures that collections are available to the University community and other researchers
* Plans for and directs the processing, cataloging, and creation of finding aids for manuscript collections.
* Responsible for the development and use of ArchivesSpace and Archivematica
* Directs the cataloging and access for monograph collections.

**Reference and Research Services**

* Schedules and manages the reference service functions; liaisons with other library departments as needed.
* Provides reference services related to the collections and may conduct literature searches for users.
* Assists users in evaluating information and materials and developing appropriate search strategies.
* Responsible for identifying and interpreting user needs.
* Provides instruction to classes as requested.

**Outreach and donor relations**

* Develops a collaborative model of co-curation regarding collections important to the Penobscot Nation.
* Identifies and contacts potential donors of manuscripts collections and other types of materials and maintains regular communications with Foundation staff.
* Disseminates information in coordination with the Public Relations Manager to provide publicity about special collections holdings and services.
* Guides development of department's web site and other information about the Department and the collections.
* Designs and implements displays and outreach programs featuring department's collections.
* Ensures that Fogler Library is active in professional, state, and national organizations related to special collections and archives.
* Represents the library on Special Collections related issues both within and outside the University
* May pursue grants to help realize department goals.

**Supervisory responsibilities**

Direct supervision of 2.5 FTE librarians, 2 FTE Library Specialists and a varying number of student assistants. Responsibilities include the training, management, supervision, and evaluation of all personnel.

Hires classified and student personnel and participates in selection of professional personnel.

**Other Related Duties:**

Writes and provides annual reports and other documentation, including statistics, as needed.

Work on library, university, state-wide, regional, and national committees.

Participates in maintaining a safe, welcoming, and productive environment for fellow staff and library users.

Contributes a positive, creative, and energetic force to the work; demonstrates skills in collaboration especially working with staff members whose interests and needs differ.

**Marginal Functions:**

There are no marginal functions.

**Knowledge, Skills, and Qualifications:** American Library Association accredited masters’ degree in library and information science or masters’ degree in archival administration. Professional library experience in an academic library; substantial training and progressively responsible experience working with manuscript materials, archival records, and historical collections in a variety of formats including paper, microform, analog, and digital. Working knowledge of conservation and preservation issues and techniques. Experience with automated library systems for preservation and knowledge of software required for the digital processing of collections; excellent written and oral communication skills; ability to work in a team-oriented environment. Demonstrated experience working with donors. Demonstrated supervisory and administrative ability. Demonstrated experience serving a diverse clientele, including students, researchers, and the public, in an academic or special library setting.

**Work Environment/Dynamics:** Work environment is similar to most academic library settings in that it is responsive to the information requirements of the faculty, staff, and students and, as such, is strongly a public service position. The position will have responsibilities related to donor relationships. The position will be responsible for the collections work related to the Memorandum of Understanding Between the Penobscot Nation and the University of Maine. The position will be affected by changes in information technology and will be expected to monitor these changes and adjust Department operations accordingly.

**Work Schedule:**

40 hours per week. Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work outside of normal business hours will be necessary in order to complete the requirements of the position. The employee should establish regular office hours and in consultation with the supervisor, the employee will adjust the work schedule in order to meet the requirements of the position.

**Work Year:**

Full-time, fiscal year

**Position Type:**

Ongoing, Base Budget

**Schedule for Evaluation:**

According to guidelines