**Cataloging: 20%**

Responsible for original cataloging of all non-book materials in the Special Collections Library. These materials include photograph, manuscript, pamphlet, poster, print, art work, realia, theatre program, and playbill collections. Catalogs at the collection level and or item level according to AACR2, ISBD punctuation, and accepted subject thesauri in MARC formats. Responsible for remaining current with new cataloging practices established by the Library of Congress and Technical Services, UM Library. Develops and maintains an awareness of policies on cataloging collections developed by other relevant organizations in the library, archives, and museum fields. Proposes cataloging policies in consultation to the Assistant Head of Special Collections and consults with representatives from Technical Services. Regularly confers with Special Collections Curators regarding the cataloging of particular collections. Hires, trains, and supervises student interns who want to learn how to catalog manuscript, archival, and non-book material. Represents the Special Collections Library on Technical Services committees and taskforces concerning cataloging.

**Collection Development: 20%**

Responsible for developing and managing the collections in the assigned subject areas. Collection development will involve intense work with dealers and collectors/donors, as well as with the corresponding selectors for the general collections. Most purchases are retrospective, although some parts of the Transportation History Collection include current serials and monographs. All appropriate formats are collected, following drafted policy, including books, serials, manuscripts, archives, pamphlets, and non-book materials such as photographs and posters. Collects materials in all appropriate European languages. Identifies prospective donors of appropriate material and frequently initiates contact and works closely with them. Seeks consultation when appropriate with the Head of the Special Collections Library and with the Library Development Office when approaching donors, and consults with the curatorial team in Special Collections when acquiring particularly large, expensive, or complex collections. Works with library selectors and faculty across the University who have identified donors whose materials would become part of the Transportation History Collection. Uses professional judgment to weigh benefits of potential gifts against costs in space and staff time, consulting others as appropriate. Works with staff of the Preservation Office and Conservation Laboratory to find solutions to difficult technical problems regarding the preservation and restoration of many different kinds of materials and formats. Works with Head of Special Collections in preparing collection development budget requests. Monitors the portion of the collection development budget assigned to Transportation History materials. Implements collection development policy statements, rewriting or adding details as needed.

**Public Service & Outreach: 20%**

Because so many areas in the Special Collections Library are uncataloged or under-cataloged, the curators bear a significant responsibility to interpret the collection to patrons. This frequently takes the form of lengthy reference consultations, exchanges of reference letters (both paper and email), and telephone calls. Advises on research questions and problems for patrons in-person and by phone, letter, and e-mail. Answers reference queries in person and by phone, letter, and e-mail. Searches appropriate local and national databases as appropriate for patrons' needs. Works as monitor of the Reading Room for a two-hour shift per week, plus occasional Saturday shifts.

As part of the development and educational missions of the University Library, gives lectures to the general public as requested on holdings of the Special Collections Library, with audiences ranging from school children to senior citizens. Initiates publicity for all events and

major acquisitions involving the subject with which he/she works. Initiates contacts with faculty at the University of Michigan in subject areas related to their curatorial responsibilities. Keeps faculty informed of our activities in the area. Offers and gives lectures, tours, and classes in conjunction with appropriate courses. Offers research support for students and faculty, including appointments to plan research strategies. Stays aware of changes in research focus in appropriate areas. Seeks faculty input regarding collecting policy.

**QUALIFICATIONS**

**Required:**

1. Master's degree from an ALA accredited library school.
2. Strong skills in organizing information of all kinds.
3. Three years of professional experience working with manuscripts, archives, photographs, or other special materials in a research library.
4. Knowledge of modern manuscript and archival theory and practices.
5. Knowledge of MARC formats, particularly AMC.
6. Experience working with rare books, manuscripts, or special collections in transportation history.

Desirable:

1. Knowledge of AACR2, ISBD punctuation, and Library of Congress subject headings.
2. Working knowledge of one western European language.
3. Experience as a selector, particularly in retrospective buying.
4. Knowledge of the care and preservation of historic materials.
5. Strong oral and written communication skills.

**Desirable**: Experience in instruction and/or in the provision of reference services. Ability to interact successfully with a wide variety of people of all ages with varying backgrounds, expectations, and educational levels.

# Job Descriptions of Processing Staff

**Manuscripts Processing Librarian (General Librarian)**

The Manuscript Processing Librarian (1 FTE) works independently under the general supervision of the Curator of Manuscripts. The incumbent uses advanced technical knowledge and skills to formulate independent decisions based on both general and highly specialized library policies, procedures, and practices. The incumbent analyzes incoming acquisitions, accessions collections, creates essential management data and finding aids, and makes decisions about how the materials will be physically preserved. The incumbent arranges and describes manuscript collections and performs original cataloging, creating MARC-AMC records for manuscript collections. The incumbent is responsible for training and supervising one or more graduate assistants. The incumbent also provides training and supervision for other staff and student workers, as necessary, and participates in providing public services at Special Collections service points.

Specific responsibilities include:

E 70% PROCESSING. Accessions manuscript materials, recording essential management information concerning the provenance and transfer of ownership to the LSU Libraries of donated and purchased materials. The incumbent assesses processing needs of newly acquired collections, determines the appropriate arrangement of materials within a collection, and organizes the work to be carried out, using independent judgment to interpret and apply archival principles and practices. The incumbent performs necessary historical research in order to properly describe the materials for scholarly use. The incumbent performs original cataloging, creating MARC-AMC records, which requires the application and interpretation of cataloging rules specific to archives and manuscripts in addition to AACR2rev., LCSH, etc.; collaborates in the development and revision of policies and procedures for processing collections.

E 20% SUPERVISION. Trains, supervises, and evaluates one to three graduate assistants, selecting appropriate tasks and monitoring their work. Hires, trains, and supervises student workers who do basic process procedures and rehousing of manuscript collections. Trains other staff as necessary in accessioning and preservation tasks.

E10% PUBLIC SERVICE AND OUTREACH. Performs advanced-level reference work to assist researchers in identifying and using Special Collections and other library materials. Interprets and enforces library policies for the security and administration of the collections. Works with donors to maintain positive donor relations.

MINIMUM QUALIFICATIONS:

- ALA-accredited MLS
- Significant experience in the appraisal, processing, and description of archival and manuscript materials.
- Comprehensive knowledge of archival theory, practice, and national and international standards and best practices that govern the arrangement and description of primary source materials, including *Describing Archives: A Content Standard*, the MARC 21 format, and appropriate thesauri & authority lists used for indexing archival descriptions.
- Familiarity with online research information resources and searching methodologies, and an understanding of the operation of common office productivity software applications.
- Strong commitment to technical services in support of public services.
- Excellent interpersonal, oral and written communication, and organizational skills.
- Ability and willingness to lift 30 pounds.