



REPRESENTATIVE DOCUMENTS

Job Description of Processing Decision Maker

POSITION DESCRIPTION

Position Number _____
Dates Reviewed by Committee _____

POSITION TITLE: Head of Archival Processing and Cataloging, and Curator of the Transportation History Collection

UNIT: Special Collections Library

SUPERVISOR: Head, Special Collections

Position Summary: The Head of Archival Processing and Cataloging, and Curator of the Transportation History Collection in the Special Collections Library is responsible for overseeing the accessioning and processing of archival and non-book collections as well as for collection development and management, public service, outreach, and access activities related to the Transportation History Collection. The prime subject area of curatorial responsibility is transportation history before 1900, particularly the areas in which the University of Michigan are strongest, including railroad history, the organization and administration of early highways, the economic and social ties between the settlement of the United States and the growth of a transportation infrastructure, and design work for style and functionality in transportation. The Curator plays a leadership role in activities having to do with these parts of the collections, ranging from working with donors to answering reference queries and mounting exhibits. This position is also responsible for technical coordination and creation and updating of the SCL website.

PRIMARY DUTIES OF THIS POSITION

Accessioning and Processing: 40%

Oversees accessioning and processing of all non-book material in the Special Collections Library. Responsible for having all new non-book collections that come to the department accessioned. Ensures that collections are organized in accordance with accepted archival principles and that intellectual control over the collections is established through the preparation of finding aids. With the processors, identifies and documents the preservation needs of the collections. Develops policies for establishing physical and intellectual control over the materials. Establishes priority for processing in consultation with Special Collections curators. Regularly consults with Special Collections curators regarding the organization of particular collections and the creation of finding aids. Remains up to date with new practices and policies of accessioning and processing collections formulated by the Society of American Archivists and member organizations.

Hires, trains, and supervises 1.0 FTE librarian, .5 FTE P&A staff, and up to four student workers or interns per term. Trains supervisees to check in, organize, and write finding aids for collections.