LOUISIANA STATE UNIVERSITY
Manuscripts Processing Librarian

DESIRABLE QUALIFICATIONS:
- Knowledge of Louisiana and American history, particularly the American South, and related disciplines and research methodologies.
- Reading knowledge of French or Spanish.
- Knowledge of Encoded Archival Description.
- Experience providing reference service.
The Purdue University Libraries seeks an experienced archivist to oversee reference services and accessioning and processing of archival and manuscript collections.

Responsibilities: The Processing and Public Services Archivist arranges and describes archival materials in all formats; develops and documents processing plans for large collections and guidelines for levels of processing; ensures appropriate archival housing for collections; identifies and refers items as necessary for conservation treatment; prepares and edits finding aids and other descriptive access tools; participates in implementation of EAD for encoded finding aids; participates in the creation of MARC catalog records for manuscript and archival holdings. Trains and supervises the work of support staff and students who may be assigned to assist with arrangement and description of manuscript and archival collections; assigns tasks and monitors pace and direction of work by support staff; maintains schedules and deadlines; provides reference services and delegates reference inquiries to support staff as appropriate; evaluates staff performance. Provides instruction to classes in archival research methodology and provides orientation tours for groups visiting the Archives and Special Collections. Participates in unit-wide planning and committee activities and creating exhibits. May also assist in future development of records retention schedules and work with the University’s colleges, schools, and departments on the transfer of historical material to the archives. Reports to the Head of Archives and Special Collections.

Requirements: Masters Degree in Library or Information Sciences from an ALA-accredited library school with a concentration in archival management or completion of significant graduate level course work in archives and at least two years experience arranging and describing archival collections in a historical or academic repository; familiarity with DACS, EAD, MARC, LCSH, AACR2, and other LC cataloging standards; familiarity with automated library information management systems, such as Endeavor/Voyager and online union catalogs such as RLIN or OCLC; knowledge of basic preservation and conservation standards for archival and manuscript collections; experience supervising staff in processing archival collections; demonstrated ability to communicate effectively, both orally and in writing; excellent organizational skills, with demonstrated commitment to accuracy and attention to detail; experience providing reference services for archival materials; ability to work independently and collaboratively in a fast-paced, team environment; ability to work efficiently to meet project goals and deadlines; ability to establish and maintain professional and effective working relationships with colleagues, faculty, staff, students, donors, and the general public. Ability to lift records cartons which weigh up to 50 pounds. Experience using Microsoft Office, including Word, Excel, PowerPoint, and Access. Familiarity with current trends in archival theory and management, and records management in an academic setting. Strong commitment to the archives profession. Candidates should possess strong interpersonal skills and the ability to work cooperatively with a wide variety of constituents.

Desired Qualifications: Certification from the Academy of Certified Archivists is preferred. Familiarity with CONTENTdm or similar digital assets management systems preferred. Familiarity with digitization projects and archival standards and best practices relating to digital image capture and metadata creation preferred. Familiarity with HTML and Dreamweaver software for creating or editing web pages preferred. Knowledge of institutional repositories as they relate to archives work preferred. Experience managing and providing long-term access to electronic records and born digital content preferred. Experience providing library instruction preferred.

Salary: Minimum $41,000 and up, depending upon qualifications.

Status and Benefits: Three year appointment as Visiting Assistant Professor of Library Science. Twelve month appointment with annual vacation of 22 working days. Excellent benefits including fully paid TIAA-CREF retirement contribution. Must have vested, employer-funded contract from previous Higher Education employment for participation.

Application Process: Applications will be reviewed beginning April 30, 2007 and will be accepted until a suitable candidate is chosen. Send statement of interest, resume, and a list of three references in both electronic format and by surface mail to: Thomas L. Haworth, Human Resources Administrator, Purdue University Libraries, 504 W. State St., West Lafayette, IN 47907-2058. thaworth@purdue.edu.

An Equal Access/Equal Opportunity/Affirmative Action Employer fully committed to achieving a diverse workforce
Processing Policy
Minimal Processing Policy

January 2009

All manuscript collections must be minimally processed before they can be fully processed.

Guidelines for Minimal Processing

1. Create series based on original order or corporate structure of the collection
   1. Do not create subseries structure
   2. Do not remove paper clips or weed materials
   3. Do not refolder, organize materials within folders, or organize folder order

1. **Exception:** Unorganized collections
   1. If not in folders, sort materials into series structure and place in folders
   2. Write DACS-compliant titles and dates on new folders based on content
   3. Place series in carton

2. Create DACS-compliant finding aid for the collection in EAD