

Staffing and Position Descriptions

**BOSTON PUBLIC LIBRARY
KEEPER OF RARE BOOKS AND MANUSCRIPTS (P7)**

BASIC FUNCTION

Under the direction of the Assistant Director for Resources and Research Library Services, the Keeper is responsible for the maintenance and development and servicing of the rare books and manuscripts collections of the Boston Public Library for the general public and the scholarly community. To that effect, he/she

1. Supervises the organization, access, servicing, and preservation of the collections in the Rare Books and Manuscripts Department to facilitate their use.
2. Initiates and implements the acquisition of new materials to strengthen existing library resources in the field of rare books and manuscripts.
3. Promotes understanding of the importance and relevance of rare books and manuscripts collections in a public library setting.
4. Advises the library administration and other staff in the general field of rare books and manuscripts.

DUTIES AND RESPONSIBILITIES

1. Administers the daily operations of the Rare Books and Manuscripts Department.
2. Assumes responsibility for training of Rare Books and Manuscripts Department staff in the specialized knowledge of the field.
3. Organizes the collections of the Department and plans and carries out the development of a variety of bibliographic access applications, both print and electronic, to facilitate use of the collections.
4. Initiates and implements activities which enhance the appreciation and understanding of rare books and manuscripts, both within and outside the Library, including coordination, planning, preparation and mounting of exhibits, public programs, publications, lectures and other cooperative projects.
5. Creates opportunities to educate the public in the significance, importance and necessity of the rare book and manuscript collections.
6. Assesses the needs and resources of the Rare Books and Manuscripts Department and strengthens the collections through purchases and gifts.
7. Develops and maintains professional relationships with individuals, groups and organizations in the field of rare books and manuscripts both within and outside the library community to further the objectives of the Library and to maximize use and appreciation of library resources.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and a master's degree in library and information science from an ALA accredited library school. Subject knowledge and professional experience in rare books and manuscripts and allied fields and demonstrated abilities in scholarly research and effective communication. Advanced degree in related field desirable.

Fifteen years of experience in the field of rare books and manuscripts in positions of increasing responsibility and trust.

Keeper of Rare Books and Manuscripts cont.

Specific knowledge of book-making, book-collecting, and the book-trade; broad acquaintance with antiquarian book dealers and collectors; demonstrated ability to enlist the interest and support of friends and donors for the development of the collections; superior communication skills, including oral and written and presentation skills; demonstration of contributions to the field of rare books and manuscripts through participation in conferences and publication of original work; ability to work with the foreign languages represented in the collections; knowledge of technological applications and preservation techniques in the field of rare books and manuscripts; willingness to use a variety of approaches to foster enthusiasm and support for rare books and manuscripts in widely varying constituencies; ability to work collaboratively.

Ability to interpret and execute library policy; understanding and interest in the total development of library resources and services; supervisory and administrative ability, experience in training and supervision of staff, and broad professional outlook; proven ability to participate in the management of large and complex organizations.

Public Services Coordinator Special Collections and Archives

Home department and reporting relationship

Serves as a member of the Special Collections and Archives Department, reporting to the department head.

Standard of excellence

Achieves excellence in the performance of the duties described below.

1. Coordination of department's public service programs

Provides leadership and coordination for all aspects of Special Collections and Archives reference, instruction and outreach, and research support programs. Manages successful provision of excellent user-oriented services to students, faculty and other users.

Develops and maintains strong knowledge of departmental collections in all collecting areas and formats in order to provide effective training, reference service, specialized assistance, and instruction.

Develops public service policies and procedures and maintains appropriate documentation.

Actively provides training to all departmental public services staff to ensure consistency and excellence of service, accurate implementation of policies and procedures, and strong knowledge of departmental collections.

Serves as liaison to the Public Services Division to ensure effective communication in areas of importance to Special Collections and Archives, including appropriate referrals between the department and other public service points.

Works with department head to define goals and set priorities for departmental public service program.

2. Reference service

Provides excellent and responsive information and reference services for Special Collections and Archives, including responding to in-person, telephone, and electronic inquiries. Explains services and policies and provides directional, holdings, reference, and other services as appropriate.

Provides specialized research consultation services as appropriate.

Develops and updates guides, tutorials, and bibliographies to highlight the strengths of the collections and to support the information needs of users. Such tools may be in print, on the departmental website, or in other appropriate formats.

Develops and maintains departmental websites to effectively describe public service policies, collection strengths, access techniques, and other useful information.

3. Education and outreach

Develops strategies for continually increasing use of collections for research and instructional purposes, with a particular focus on use by primary UCI clientele.

Collaborates actively with subject librarians and the Education and Outreach Department to identify opportunities for instruction to UCI students to promote both the use of departmental collections and an understanding of the nature and use of primary sources.

Regularly and actively promotes and provides effective instruction, including course-integrated sessions and subject workshops, including the preparation of appropriate research guides, webpages, and other supporting materials.

As appropriate, identifies opportunities for outreach and participation in the Libraries' outreach program initiatives, including partnerships with campus and off-campus programs, to exploit opportunities to integrate Special Collections and Archives resources into academic curricula and special programs. These efforts may include partnering with subject bibliographers in presenting specific subject-based sessions.

4. Other duties and responsibilities

Develops and maintains excellent technology and other core competencies as required by the position.

Participates actively and effectively on library committees, task forces, and project teams as appropriate.

Develops and maintains awareness of current developments in the field of special collections and archives public service to enhance performance of primary duties.

Develops and maintains participation in and contributions to the profession through professional activities outside the library, university and public service, and/or research and other creative activity. These normally will relate to and enhance performance of primary duties.

DUKE UNIVERSITY LIBRARIES
POSITION DESCRIPTION

POSITION: Director of Research Services for the Rare Book, Manuscript, and Special Collections Library

LIBRARY: Rare Book, Manuscript, and Special Collections Library

GENERAL DESCRIPTION:

Provides leadership for the Research Services Department of the Rare Book, Manuscript, and Special Collections Library (RBMSCL) and participates with other RBMSCL department heads in the functioning of the RBMSCL management group. Sets goals and objectives to assess user needs and supply users with services appropriate to research in primary source materials. Supervises the Research Services Department staff in providing reference, circulation (retrieval, reshelving, and reserve services), security, duplication of materials, class instruction, exhibitions, and bibliographic guides, and in publicizing and promoting collections. With the other department heads and the library director, helps set goals and objectives for the library, monitors progress toward those goals, coordinates activities of the staff, and provides leadership for the library's vision. Acts as liaison between the RBMSCL and other public services staff of the Duke University Libraries and contributes to the work of the Administrative Council of the Perkins Library system.

DUTIES:

1. Provides leadership in serving on-site users, monitors service quality, and supervises Research Services staff in providing circulation, reference, and security. Prepares schedules for reference and circulation desk staffing. Coordinates the work of staff involved in providing reference service and supports staff in problem resolution.
2. Coordinates Research Services and other RBMSCL staff doing outreach and bibliographic instruction, including presentations for graduate and undergraduate classes and other groups, and preparation of printed materials to assist researchers. Identifies potential campus users of RBMSCL materials, initiates contacts, and establishes working relationships with Duke researchers and faculty. Works with faculty to design RBMSCL assignments or find library materials for courses. Helps students find research topics and instructs them in methods used in research.
3. Interprets the library's finding aids and holdings to users and assists researchers in finding primary source materials in the Rare Book, Manuscript, and Special Collections Library and from other sources including the World Wide Web and other on-line sources.
4. Supervises Research Services staff in providing external users with timely responses and duplication services for inquiries received by phone, mail, e-mail, FAX, and ILL.

5. Provides leadership in assessing user needs, collecting measurable data on services provided, and evaluating the quality of those services; also looks for innovative ways to improve the delivery of those services.

6. Coordinates and schedules the library's exhibits and works on exhibit planning and execution with help other staff members.

7. Makes recommendations, in consultation with the Research Services staff, to the Collection Development staff about acquisitions for the reference book collection.

8. Participates with the RBMSCL Director and other department heads in the overall management of the library, including monitoring the acquisition to accessioning process and participating in decisions regarding opening collections to researchers.

9. Represents the Research Services Department in the Information Services group of Perkins Library, and serves on other Duke University Libraries groups and committees, including the Perkins Library system Administrative Council.

10. Recruits, trains, coordinates schedules, and provides programming for the docents who staff the exhibit rooms.

11. Oversees the booking and use of the Rare Book Rooms for special events.

12. Acts as the RBMSCL security officer.

Demonstrates core competencies in the execution of specific position responsibilities, including dependability, job knowledge and relevant skills, job commitment, a customer service commitment, and a commitment to diversity. As a manager and supervisor demonstrates the following competencies: creation of an effective workplace, performance management, judgment in decision making, project management, and the ability to communicate and collaborate effectively.

QUALIFICATIONS: Position requires an advanced degree in U.S. History, literature, or civilization, with an ALA-accredited MLS desirable. Also required are experience in reference and bibliographic instruction and/or teaching, basic computer literacy along with excellent skills in on-line searching and expertise in word-processing and database usage, excellent written and oral communication, strong analytical and interpersonal skills, demonstrated leadership and management abilities, and commitment to providing superior customer service to users.

Director of Research Services

Director of the Rare Book,
Manuscript, and Special Collections
Library

Date: _____

12/2004

Duke University Libraries Position Description

POSITION: Research Services Librarian

LIBRARY: Research Services Department
Rare Book, Manuscript, and Special Collections Library (RBMSCL)

GENERAL DESCRIPTION: As a member of the Research Services staff, the Research Services Librarian provides reference services for RBMSCL materials that come in a variety of languages and formats, ranging from ancient papyrus to modern advertising and video tapes. Responsibilities also include oversight of the department's responses to remote users, including Interlibrary Loan, and support for the department's web pages. Particular strengths of the library's collections include the history and culture of the American South, Great Britain and the British Empire, Wesleyana and British Methodism, American literature, materials supporting women's studies and African American studies, the history of economic thought, and modern advertising.

DUTIES:

- Provides reference service in the reading room. Conducts reference interviews appropriate for researchers in primary source materials. Interprets the library's finding aids and holdings for researchers and assisting them in identifying materials related to their topics.
- Answers reference inquiries received from remote users (e-mail, telephone, FAX, mail), providing limited research services and prompt replies. Trains the Reference Intern in procedures for answering queries from remote users and monitors incoming queries to the Department to see that users receive timely responses.
- Receives requests from Interlibrary Loan for RBMSCL materials and makes decisions about appropriate duplication methods.
- Monitors and evaluates Research Services Department pages, public and staff-only, on the RBMSCL web site. Contributes to content of web pages.
- Performs searches using computer-based sources and appropriate searching skills; teaching such skills to researchers.
- Provides circulation services as needed and helps monitor security in the research room.
- Assists researchers with research room equipment such as copiers, video players, and microform readers.
- Assists in conceptualizing and mounting exhibits related to the library's holdings. Helps publicize, organize, and create publications and events related to exhibits.
- Participates actively in departmental planning meetings to set goals and priorities, develop policies, and maximize services to users.
- Acquires a general knowledge of RBMSCL manuscript, rare book, and other holdings and keeps current with new acquisitions.
- Updates skills and knowledge by attending workshops, conferences, or other appropriate learning opportunities.

QUALIFICATIONS:

Position requires an ALA-accredited MLS or advanced degree in humanities or social sciences. Also required are familiarity with standard reference tools for special collections materials and reading knowledge of at least one language other than English (Latin, French, or German preferred); demonstrated commitment to reference work and skills in using electronic information sources. Must be flexible, possess excellent oral and written communication skills, and work well in a multi-tasking environment with other librarians. Desirable: reference service experience in special collections and experience in doing primary source research and writing.

Research Services Librarian

Date

Director of Research Services

Date

12/04

University of Florida Libraries – Position Description

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Coordinator of Public and Support Services, Special Collections provides overall supervision of the functional operation of Special Collections (Department of Special and Area Studies Collections) The incumbent is responsible for coordinating public and support services; manages and evaluates technical services, including the technical work of serials control and binding preparation; organizes and manages shelf maintenance, retrieval of materials and stacks maintenance (on-site and off-site); and coordinates the public services work of staffing the reference desk and referring reference queries to appropriate staff as needed.

Schedules, supervises and evaluates the staff and student assistants assigned to operations. Works with Chair, Special and Area Studies Collections and the department's curatorial staff to organize and coordinate resources and formulate objectives and strategies to ensure effective user-centered services.

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

- 1) Manages and evaluates all daily technical and public services work of Special Collections; works with Chair and curatorial staff to develop procedures and policies.
50%
- 2) Manages the unit's electronic support in coordination with University of Florida Libraries Systems Department.
20%
- 3) Coordinates work schedules and participates in daily assignments, such as regular reference desk duties. Develops and supervises training programs to ensure staff competency in technical and public services assignments.
15%

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

- 1) Keeps abreast of current public services and library science topics. Participates in related professional development programs, as necessary.
5%
- 2) Participates in bibliographic instruction program and orientation to Special Collections.
5%
- 3) Related duties as assigned.
5%

POSITION DETAILS:

TITLE: Research Services Archivist

RANK: Assistant University Librarian

RESPONSIBLE TO: Curator, Manuscripts and Archives

JOB SUMMARY:

The University of Florida Libraries, Gainesville, Florida invites applications for a tenure-track library faculty position to provide reference and instruction service in the Manuscripts and Archives unit of Special Collections. The successful candidate may also oversee designated historical and literary manuscripts in the Department of Special and Area Studies Collections. Manuscript holdings focus on a wide range of subjects, including culture, politics, Florida history and literature. The Archivist will also contribute to the department's descriptive program and will work closely with the Descriptive and Technical Services Archivist to create finding aids for new and existing manuscript and archival acquisitions.

RESPONSIBILITIES:

1. Participates in the public services program by providing general reference services as well as advanced reference services for archives and manuscripts, both on-site and in response to remote queries.
2. Participates in the department's bibliographic instruction program.
3. Arranges and describes archival and manuscript collections.
4. Works with web-based metadata systems, such as EAD, to create online finding-aids for the department's archival and manuscripts collections. Creates catalog records for archives and manuscripts.
5. Promotes the use of collections by students, faculty, and scholars through instruction, exhibits, publications, and other means.
6. Recommends and requests preservation assistance when necessary.

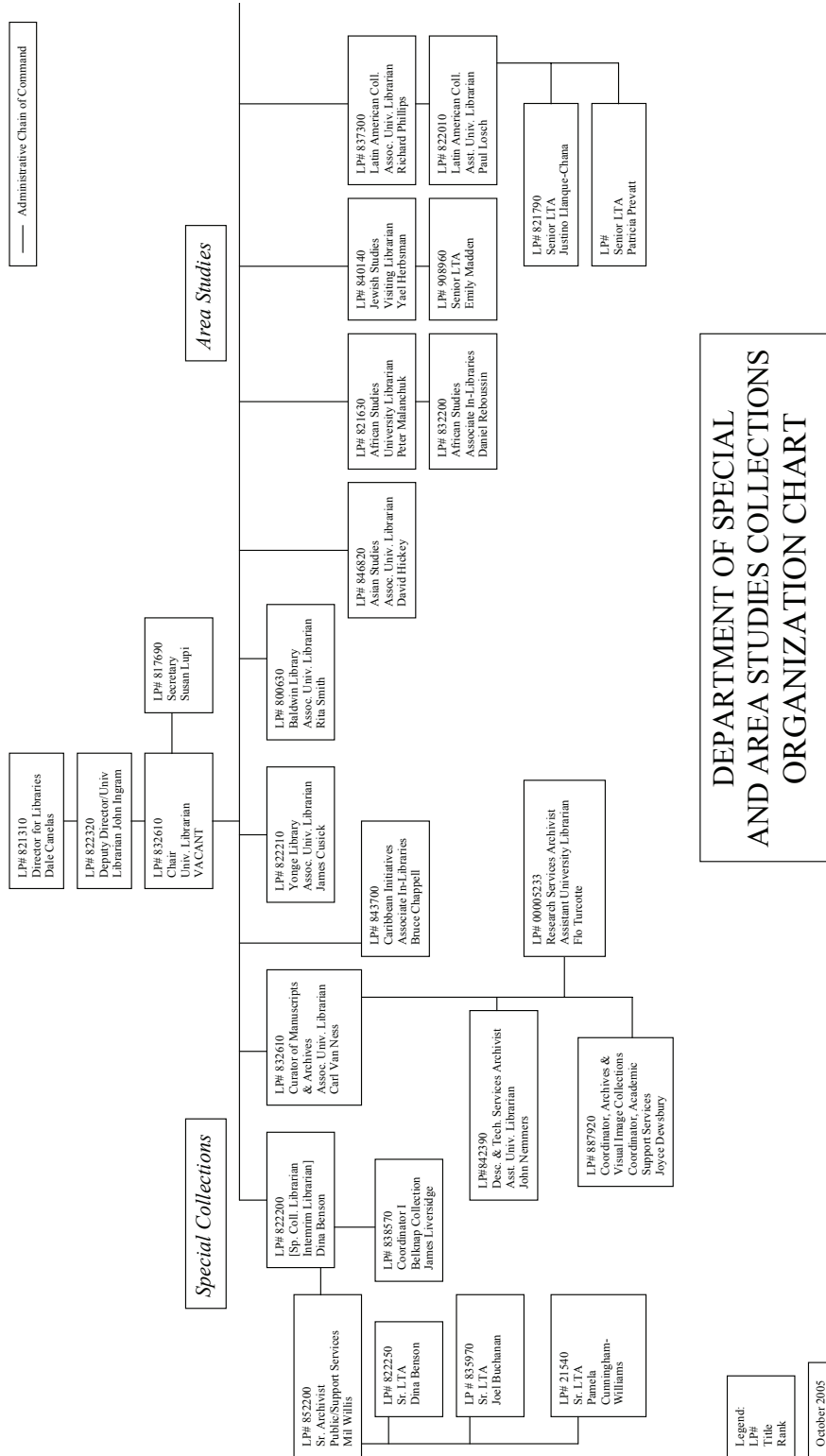
REQUIRED:

1. Master's degree in Library Science from an ALA-accredited program or relevant graduate degree, with work experience in archives, museums, or libraries.

2. Demonstrated knowledge of Florida and/or Southern history.
3. Excellent verbal and written communication skills and ability to work effectively in a team and individually with faculty, staff and students. Ability to work independently in a complex academic environment.
4. Excellent presentation and organizational skills.
5. User-centered service orientation.
6. Familiarity with archival and manuscript processing and standards. Broad knowledge of current practices in archives and manuscript administration.
7. Demonstrated understanding of national and international standards for description and their application (e.g., EAD, MARC21).
8. Demonstrated understanding of the design, development, and management of Web sites, including HTML authoring, form creation, editing/site management software (e.g., FrontPage, Dreamweaver).

PREFERRED:

1. Second graduate degree in Humanities or Social Sciences discipline (especially History, English, African American Studies or Women's Studies).
2. Experience with an integrated online library system and a major bibliographic utility.
3. Experience with on-line bibliographic tools, Web database software, Web design, scanning and imaging. Awareness of the issues involved in archiving electronic records.
4. Experience in the development and/or application of metadata in a library or cultural institution setting as an archivist, librarian, or museum professional.
5. Experience processing archives and manuscript collections.
6. Foreign language(s) desired (e.g., reading knowledge of Spanish or French).



**Statement of Responsibilities
University of Kansas Libraries**

Effective Date: January 2005
Incumbent: William J. Crowe
Rank: Librarian III
Working Title: Spencer Librarian

Professional Responsibilities (90% Activity)

- Provide effective leadership for the staff of the Spencer Research Library. Supervise four library faculty and two classified staff and promote their development.
- Manage all resources related to Spencer Library in ways consistent with University Libraries' goals, policies, and practices, in particular to deploy staff time and talent to improve bibliographic and physical access to collections and the effectiveness of services, aligning them with other programs and services of the University Libraries, Information Services, and the university.
- Promote effective assessment of all Spencer Library staff, operations, and services and implementation of Libraries' and national best practices in all areas. Promote Spencer Library contributions to the development of those practices locally and nationally.
- Supervise reader registration, reference, instruction, and events, as well as all matters relating to the operation and security of the building, its collections and equipment.
- Promote the safekeeping of the collections from harm or loss, functioning as Security Officer. Coordinate all aspects of this work with the Libraries Facilities Officer and the Preservation Librarian.
- Represent the Spencer Library—in coordination with the dean and her staff—in all relevant University Libraries, University, and external relationships, e.g., with donors.
- Serve as chair, Kansas Digital Library Steering Committee (second year of a two-year assignment)

Research and Service (10% Activity)

- Contribute to Libraries, university, and related professional/civic service activities
- Maintain an active research program.

Supervisor and librarian each signs, dates, and retains a copy of the document. The original may be forwarded to the Library Administrative Office for filing in librarian's personnel file (or attached to the FASAR). Revisions may be submitted at any time.

Faculty member's signature/date

Supervisor's signature/date

Performance Standards: Assistant Curator of Special Collections and Archives

The goal of the Department of Special Collections and Archives is to support the teaching and research programs of the University through the following commitments.

- Acquire, preserve and provide access to primary sources and rare materials;
- House, preserve, and provide access to the inactive records of Kent State University that have continuing administrative or historical value;
- Provide direct assistance to students and researchers using its collections;
- Cultivate and maintain relations with Library donors.

The Assistant Curator supports the Curator in the general management of the Department of Special Collections and Archives, with special responsibility for the public service commitments of the Department. The Assistant Curator is responsible for supervision of Graduate Student Assistants and shares in supervision of support staff.

As other duties permit, the Assistant Curator may also participate in the instructional program of the Department. This participation may include teaching instruction sessions, providing departmental tours, and providing basic orientation sessions to classes or other visiting groups.

The following are the performance standards for the Assistant Curator of Special Collections and Archives.

Duties and Responsibilities	Performance Standards
1.1. Manage the service desk in the Department of Special Collections and Archives during public service hours.	1.1.1. Develops a thorough knowledge of resources and collections and the access tools that are used to locate those resources and collections.
	1.1.2. Provides assistance to users in identifying and retrieving desired materials in the department.
	1.1.3. Ensures that Graduate Student Assistants are conducting effective reference interviews and providing accurate and professional responses to reference requests (both on- and off-site)
	1.1.4. Ensures that access, usage and reading room policies are being enforced in a consistent manner (e.g. registration of users; duplication policies; coat/bag policy)
	1.1.5. Provides specialized assistance to scholars engaged in in-depth projects dependent on the Department’s resources.
	1.1.5.1. Schedules research appointments outside of normal public service hours when appropriate and feasible.
	1.1.6. Creates a monthly reference desk schedule and ensures that coverage is adequate.
	1.1.7. Responds to reference queries received by email, telephone, and in person in a timely manner.
	1.1.8. Assists in the creation of specialized access tools such as “Web pathfinders”, FAQ pages, and resource guides.
	1.1.9. Represents the Department at Desks Group meetings to keep abreast of public service policies and initiatives and bring forth special needs or issues for provision of public services in Special Collections.

<p>2.1. Process archival collections as assigned and assists in the management of processing projects for the Department.</p>	<p>2.1.1. Addresses and resolves access and preservation issues.</p>
	<p>2.1.2. Creates archival finding aids to be added to the Special Collections and Archives Web site.</p>
	<p>2.1.3. Assists in establishing processing priorities and assigning projects to staff (including updating the annual processing priorities list).</p>
	<p>2.1.4. In cooperation with the Curator, assigns and oversees collection processing by Graduate Student Assistants.</p>
	<p>2.1.5. Corrects, edits, and revises archival finding aids on the Department's Web site as needed.</p>
<p>3.1. Provides support for the general management of the Department.</p>	<p>3.1.1. Hires, trains, supervises, and evaluates Graduate Student Assistants, assigning tasks as needed.</p>
	<p>3.1.1.1. In consultation with the Curator, reviews Graduate Student Assistant applications, schedules interviews, and conducts interviews with candidates</p>
	<p>3.1.1.2. Provides orientation and training to newly-hired Graduate Student Assistants and ensures that training manual is up-to-date.</p>
	<p>3.1.1.3. Completes annual evaluation of Graduate Student Assistants.</p>
	<p>3.1.2. Assists with off-site collection pick-ups.</p>
	<p>3.1.3. Assists in maintenance of the Department website.</p>
	<p>3.1.4. Assist with special projects, programs, exhibitions, and publications including the Friends of the Libraries and Media Services <i>Newsletter</i>.</p>
	<p>3.1.5. Ensures that appropriate safety and security measures are followed in respect to users, staff, and collections.</p>
	<p>3.1.6. Assists in provision of miscellaneous facilities and office maintenance needs (e.g. monitoring copier/printer supplies, submitting basic maintenance requests)</p>
	<p>3.1.7 Represents the Department at Managers' Roundtable and Desks Group meetings as scheduling permits.</p>
<p>4.1. As other duties permit, participates in instructional program of Special Collections and Archives</p>	<p>4.1.1. Provides selected instruction sessions.</p>
	<p>4.1.2. Provides tours or basic orientation to the Department, when needed.</p>