

Job Descriptions

UNIVERSITY OF CONNECTICUT LIBRARIES
JOB DESCRIPTION

Area: Dodd Research Center
Title: University Archivist/Curator of Political and Connecticut History Collections/University Records Manager
Rank: Associate Librarian

Job Summary

Working in a team environment, the University Archivist/Curator of Political and Connecticut History Collections performs curatorial and functional duties in support of Archives & Special Collections programs. S/he works in close cooperation with the Area Head, other Curators and staff to plan and establish library and area goals and to ensure that established library and area collection and public service goals are met. S/he acquires new materials and provides reference services for collections in her/his curatorial area and serves on the Archives & Special Collections reference desk. S/he provides a leadership role in the planning and supervision of collection processing and coordination of records management tasks responsibilities between the University and the Connecticut State Library. Occasional evening and/or weekend hours are required.

Duties and Responsibilities

1. Collection Responsibilities

- Works with donors and dealers to acquire Connecticut history and political collections, in addition to University related materials.
- Responds to in-person, written, telephone and e-mail questions from researchers seeking information or support on political, state or University collections, including instruction in the use of materials and facilities to the public, on a regular schedule.
- Provides general reference service on the A&SC Reference Desk.
- Pro-actively pursues outreach activities and encourages use related to her/his collections by University of Connecticut faculty and students. Activities may include liaising with faculty/donors, exhibition, public programming, and publications, among others.
- Participates in the arrangement, description, processing and overall care and preservation of her/his collections in accordance with area and professional best practices.
- Proactively develops strong service ties with primary user groups inside and outside of the library and other service providers both on and off campus.
- Serves as the University Records Manager and liaison with the Connecticut State Library for Records Management issues.

2. Electronic Resource Development Responsibilities

- Responsible for development and maintenance of area website.
- Responsible for the development and creation of web delivered curatorial resources.
- Provides a leadership role in developing and implementing electronic projects involving political, Connecticut history or University Archives collections.
- Develops and writes grant proposals supporting collection-related projects.

3. Rights Management Responsibilities

- Serves as the resource person for copyright and rights information on collections in her/his curatorial areas.

4. Service, Scholarly and Professional Activities

- Actively serves on library, University and professional committees relevant to individual skills and responsibilities.
- Participates in regional, national and international professional organizations.
- Maintains current awareness and attends appropriate training to keep abreast of technology development, management and support issues.

5. Area Program Development Responsibilities

- Serves as a member of an area team that carries out specific functional activities and achieves specific strategic goals.
- Works closely with individual and area team members to ensure that area/team goals and objectives are met and to achieve an efficient and collegial environment.
- Assists in the preparation of area grants, budgets and reports as needed.
- Recommends expenditures of endowment funds to the area head related to her/his curatorial area.

6. Library Program Development Responsibilities

- Understands and communicates the vision, mission and priorities of the Libraries and the area in order to achieve established goals.
- Participates in the planning and decision-making process for Libraries, area, and team goals.
- Participates in Library teams as appropriate to the duties of the job and the expertise of the incumbent.
- Focuses on quality service and continuous improvement.

7. Other Duties as Assigned

QUALIFICATIONS

Required

1. ALA-accredited MLS degree or equivalent.
2. Experience in developing digital collections in a library/archives environment including knowledge of standards for digital capture, metadata creation and delivery mechanisms.
3. Knowledge and experience in web design and development.
4. Demonstrated ability to work effectively and diplomatically with a diverse group of researchers, donors and staff.
5. Knowledge of and experience with database management software.
6. Excellent oral and written communication skills
7. Three years post-MLS experience working in archives and/or special collections

Preferred

1. Subject knowledge of one or more curatorial areas
2. Knowledge and experience in web applications development.
3. Evidence of scholarly and professional achievement.
4. Training or experience in records management and collection development.
5. Graduate degree in humanities or social sciences
6. Active library and/or archival involvement at the regional or national level.
7. Successful supervisory experience of students, volunteers and grant staff.
8. Experience in an academic research library.

Position: University Records Manager

Under the direction of the Director of the Division of Rare and Manuscript Collections, the University Records Manager will promote and coordinate an active program to manage university records in all formats, both paper and electronic, including working with university staff on the maintenance, transfer, and disposition of records. The Records Manager also will actively participate in the integrated programs of the Division of Rare and Manuscript Collections.

Duties and responsibilities:

1. Records Management

- A. Work with university administrators, faculty, and staff on the disposition of records in all formats, recommending retention and disposal policies and assisting with decisions on particular files.
- B. Manage transfers of university files and faculty papers to the Archives, including instructing office staff in university departments in preparing records for transfer.
- C. Conduct surveys of administrative records in university departments.
- D. Train and direct the work of Records Management Assistants for colleges and other units.
- E. Monitor the Cornell University Records Retention Policy, working with the University Archivist, the Counsel's Office, and the Policy Office to interpret the policy and to provide for operational changes.
- F. Maintain a current awareness of records issues throughout the University, including electronic records issues.

2. Electronic Records

- A. Work closely with RMC, DLIT, and other Library staff to ensure effective acquisition, preservation, management, future migration, access to and security of university records in electronic records acquired by RMC.
- B. Investigate electronic record keeping practices in university offices, arrange for preservation of records of long-term significance as defined by university records schedules, and plan future best practice for the long-term storage management and access of records from those offices.
- C. Assist University Archivist and other curators in the appraisal and selection of electronic materials from donors of personal collections

D. Represent RMC in discussions with other library and campus offices concerning issues of common concern regarding the preservation and management of university records in electronic form.

3. Technical Services

A. Create and update permanent original machine-readable bibliographic and authority records in the MARC format, based on an in-depth understanding of appropriate cataloging standards, for university record series and other archival collections.

B. Arrange, organize, and describe complex manuscript collections, creating detailed EAD finding aids

C. Supervise staff and student assistants in processing manuscript collections and creation of finding aids

D. Investigate and implement new methods of providing access to manuscript collections.

4. Public Services

A. Facilitate access to Cornell's holdings, providing reference services to the public at the reference and security desks and responding to mail and telephone reference inquiries.

B. Foster administrative, classroom and research use by Cornell staff, faculty, students and others through instruction sessions, workshops and public presentations.

C. Prepare Web sites, exhibitions, and publications focusing on Cornell's holdings and programs.

5. Other

A. Contribute to the public affairs functions of the Division.

B. Participate in CUL committees and groups.

C. Actively participate in professional activities of appropriate archival, records management, historical, library, and information management organizations.

May work with dusty materials. Must be able to lift 20 to 40 lbs.

Records Management Specialist

Main Function:

Under the supervision of the Preservation Librarian and under the guidance and direction of the University Records Manager, the Records Management Assistant will develop, promote, and coordinate an active records management program for the College of Agriculture and Life Sciences (CALs), including working with CALs faculty and staff on the maintenance, transfer, and disposition of records and papers. The Records Management Assistant will also provide reference assistance relating to CALs history and participate in other collection development activities in Mann Library. Provides training and supervision to student assistants, who will assist in processing materials.

Duties and Responsibilities:

- Provides a full range of acquisitions activities for complex materials: 60%
 - Assists CALs administrators with the maintenance, transfer, and disposition of records in all formats, overseeing retention and disposal policies and assisting with decisions on particular files.
 - Assists in the transfer of college files and faculty papers to the University Archives, including instructing office staff and faculty in preparing records for transfer.
 - Develops and disseminates descriptive information about the program to CALs faculty and administrators.
 - Refers materials to preservation and conservation for treatment.

- Prepares finding aids: 15%
 - Prepares detailed finding aids to college records series, based on knowledge of relevant subject areas and archival principles.
 - Arranges, describes, and indexes archival records.

- Reference assistance: 10%
 - Provides reference assistance, using specific subject knowledge about the history and operations of the College of Agriculture and Life Sciences, its offices, programs, and faculty.

- Supervise: 10%
 - Hires, trains, and supervises student assistant(s) assigned to the program.

- Other duties as assigned, including serve as a member of Mann Library Committees. 5%

Minimum Education and Experience Equivalency: Bachelor's degree or other formal training program of four years or equivalent; 1 to 2 years experience or equivalent.

Impact: Moderate

Contacts:

Inside: Assists others
Cooperation of task completion
Handle confidential information

Outside: Provide guidance, counsel, and information to faculty and administrators in CALS.

Students: Some contact

Supervision: Responsible for providing guidance, counsel, and information to faculty and administrators in CALS.
Students.

Complexity: Frequently adapt, combine, or make improvements to services, products, processes, or programs.
Work requires reasoning skills and judgment.

Level of Decision-Making: Responsible for making decisions about working within prescribed limits and providing input to others for decision-making.

Effect of Decision-Making: Directly affect a functional area within a department.
Minimal effect on students and employees.

Freedom of Action: Very general supervision.
Interpretation of work policies and procedures, and at times, deviation from standard work practices.

Working Conditions: May work with dusty materials. Must be able to lift 20 to 40 lbs.

PSTN#: ASTL 13	
CLASS: Librarian IV	
POSITION: Head, University Archives & Records Management	
DEPARTMENT: Hargrett Rare Book and Manuscript Library	
JOB SUMMARY:	
<p>The Head of University Archives and Records Management is responsible to the Director of the Hargrett Rare Book and Manuscript Library for the development and management of the University Archives, the historical records of the University of Georgia, and the University Records Management program, which handles official university records as prescribed by state-wide guidelines. The position supervises 4 full-time staff, as well as student employees, and participates in the general activities of the Hargrett Library. The Hargrett Library has six professional positions and nine staff positions who work with collections of rare books, images, materials relating to the state of Georgia, manuscripts, university archives and official university records. Some weekend work is required.</p>	
PERCENTAGE:	DUTIES AND RESPONSIBILITIES:
	Develops and manages the university archive program by creating and applying development policies; directing and participating in soliciting, evaluating, organizing and conserving materials, and creating access records and finding aids.
	Develops and manages the university records program by interpreting and promoting awareness of state regulations and schedules; developing local policies for dealing with records; directing and participating in the intake, evaluation, recording and disposition of records, and overseeing the access services used with such records.
	Promotes awareness of the collections by aiding researchers, creating displays, editing and producing guides to the collections, maintaining a viable presence on the internet and working in cooperation with Digital Library of Georgia initiatives to develop electronic archive resources.
	Maintains the effective operation of the unit staff by directly hiring, training and supervising three staff members involved in the daily operation of the unit and advising on the hiring of an additional staff member and student employees.
	Supports research in the Hargrett Library by staffing public service points as needed, providing general reference service and participating in planning meetings.
	Contributes to the Hargrett Library, as well as the Libraries, by maintaining awareness of changes in the organization, contributing to the development of policies and procedures, and serving on appropriate Libraries' committees as assigned or elected.

	Develops and maintains professional skills by participating in continuing education and professional development activities, such as workshops and conferences; staying current with the professional literature and engaging in research or other creative activities.
	Participates in library-wide communication by reading, responding to, and initiating information transmitted via GRAPEVINE, Library Update, and appropriate library-wide or departmental meetings and asking questions, seeking clarification, or initiating discussion on library issues.
	Maintains flexibility and awareness of changes and needs in the department and organization by assuming similar duties and responsibilities as assigned.
* = essential function of the position	
Qualifications:	
Education, Experience, Licensure, Certification required:	
Knowledge, Skills, Abilities and/or Competencies required to successfully perform work:	
Preferred Qualifications:	
Physical Demands:	Sitting for long periods of time at a computer terminal is required. Position also entails lifting boxes weighing approximately 35 pounds each.
Work Hours:	M – F; 8 hrs/day; some evening and weekend work may be required.

PSTN#: CLRMN 40	
CLASS: Records Manager	
POSITION: Records Manager	
DEPARTMENT: Hargrett Rare Book and Manuscripts Library	
JOB SUMMARY:	
<p>The Records Manager is responsible to the Head, University Archives and Records Management for the maintenance, retention, preservation, access and disposal of University records. This includes the supervision of the Records Center staff and facility; the development and maintenance of all related policies, procedures, manuals and training materials for the program. The incumbent will provide outreach to university departments on their responsibilities in managing information through the use of their retention schedule. The Records Manager also will research and implement innovative changes in the program in order to strengthen its legal status while understanding the specific needs of each department in managing information while preserving the integrity of the program. Work is performed independently subject to periodic review and requires the use of discretionary judgment and acceptance of considerable responsibility.</p>	
PERCENTAGE:	DUTIES AND RESPONSIBILITIES:
%	* Supervises daily operations of the Records Center by interpreting poli routines, and procedures, by providing information for faculty, staff and students and by resolving problems.
	* Formulates goals, objectives, and priorities for the Center by monitoring trends ; adjusting to changes in staffing, workloads, fiscal conditions, and the profession; devising and implementing methods for measuring success in meeting goals and objectives.
	* Maintains the integrity of the collections by coordinating policies governing the acquisition, utilization, security, destruction and conservation; preparing record disposition standards and by arranging and describing bibliographic information according to appropriate university and state policies and practices.
	* Maintains an atmosphere conducive to the development, productivity, and job satisfaction of staff members by supervising and evaluating staff and student assistants.
	* Ensures appropriate retention of University records by developing records management schedules with University offices, appraising office functions, and coordinating retrieval of records from University offices.
	*Promotes use of these records and the University Archives by providing reference and instructional services to the university community and the general public.
	* Serves as the Unit Web Editor by maintaining the website, acting as the liaison for the Unit to the Libraries' Web Editor, and by attending

	Web Editors meetings.
	Aids in the development of University Archives by acting with Archives personnel to identify and process records of archival value.
	Participates in library-wide communication by reading, responding to, and initiating information transmitted via GRAPEVINE, Library Update, and appropriate library-wide or departmental meetings and asking questions, seeking clarification, or initiating discussion on library issues.
	Maintains flexibility and awareness of changes in the department and the Libraries and contributes to the team effort by assuming other similar duties and responsibilities as assigned.
* = essential function of the position	
Qualifications:	
Education, Experience, Licensure, Certification required:	Experience in a records management operation, preferably in an academic environment; Familiarity with records management and archival standards, practices and regulations; Knowledge of access, retention and appraisal issues
Knowledge, Skills, Abilities and/or Competencies required to successfully perform work:	Working knowledge of computer technology applications related to records management; Successful supervisory skills; Ability to establish and maintain effective working relationships; Effective oral and written communication skills
Preferred Qualifications:	College degree or significant coursework towards a degree preferred.
Physical Demands:	Ability to lift up to 50 pounds and work in a multi-level stacks environment
Work Hours:	M – F; 8 hrs/day; some evening and weekend work may be required.

Rev. 3/01

PSTN#: CLRLI 2B	
CLASS: Library Associate II	
POSITION: University Archives Processing Assistant	
DEPARTMENT: Hargrett Rare Book and Manuscript Library	
JOB SUMMARY:	
<p>The University Archives Processing Assistant is responsible to the Head of Archives and Records Management for processing records in both the Hargrett Library and the Records Center, aiding in the design of displays and webpages, providing reference service in archives and records and participating in general staff responsibilities in the Hargrett Library. Work is performed independently, subject to periodic review and may involve exercising some discretion and judgment in performing routine tasks. Some weekend work required.</p>	
PERCENTAGE:	DUTIES AND RESPONSIBILITIES:
%	Processes archival records by selecting, arranging and describing materials in accordance with established practices and state records law; performing basic preservation measure; labeling containers and creating records to document locations of materials using MS Access and basic Internet design programs
	Instructs and advises archives and records staff and students in proper archival processing techniques
	Maintains order and security of manuscript collections by examining and reshelving them after their use.
	Provides public service to patrons by answering reference queries, retrieving materials from closed stack areas and assisting the public in the use of all sources and equipment in the Hargrett Library and the Records Center.
	Participates in user education and outreach by aiding in the preparation of material for exhibits and classes and in the preparation of webpages.
	Serves as the Hargrett Departmental Web Editor by maintaining the website, acting as the liaison for the Department to the Libraries' Web Editor, and by attending Web Editors meetings.
	Maintains flexibility and awareness of changes in the department and the Libraries and contributes to the team effort by assuming other similar duties and responsibilities as assigned.

* = essential function of the position	
Qualifications:	
Education, Experience, Licensure, Certification required:	Bachelors degree AND two years related progressively responsible library experience; OR six years progressively responsible library, archives, information center or related work experience; OR any equivalent combination of experience, training and/or education from which comparable knowledge, skills and abilities have been achieved;
Knowledge, Skills, Abilities and/or Competencies required to successfully perform work:	Ability to perform routine tasks accurately with close attention to detail and exercising some judgment; Relevant experience with appropriate computer software (relevant experience would include, but is not limited to, experience with MS Word, MS Access, DreamWeaver and Photoshop); Ability to establish and maintain effective working and customer relationships; Effective oral and written communication skills
Preferred Qualifications:	Experience in creating web pages and library experience preferred.
Physical Demands:	Ability to lift and move boxes weighting 30-40 lbs. and to work with a hydraulic lift
Work Hours:	M – F; 8 hrs/day; some evening and weekend work may be required.

Revised: 03/07

PSTN#: CLRLI 2W	
CLASS: Library Associate I	
POSITION: Records Technical Assistant	
DEPARTMENT: Hargrett Rare Books & Manuscripts	
JOB SUMMARY:	
<p>The Records Technical Assistant is responsible to the Records Manager for processing, inventorying, and referencing of archival and transitory records so as to fulfill the requirements of the Georgia Records Act 1972. Processing work is performed in a networked environment using Microsoft Access. Work is performed independently subject to periodic review following established practices and procedures. The Records Management Department administers a records control program applicable to the more than 400 academic and administrative units of the University of Georgia. The Records Technical Assistant supervises 1 – 3 student workers. Being a unit of the Hargrett Rare book & Manuscript Library, Records Center personnel participate in Hargrett service activities. Occasional evening and weekend work may be required.</p>	
PERCENTAGE:	DUTIES AND RESPONSIBILITIES:
%	* Assists in organizing accessions of incoming materials by receiving notices of transfers, applying disposition schedules, and entering data into a computerized inventory program using Microsoft Access.
	* Ensures that material is accessible by supervising the placement of material into the holding area and shifting the area as necessary.
	* Fills academic information requests by locating information as needed, maintaining computerized records of loans, shipping materials and placing returned material back into its proper place.
	* Assists in the transfer of material to University Archives by inventorying materials and adjusting records.
	Assists in the destruction of unneeded transitory material by applying disposition schedules, updating the computerized inventory, and preparing the material for transferal to an industrial recycling company.
	Supervises 1-3 student(s) by training, scheduling, assigning and evaluating work; monitoring and preparing student paperwork and timecards.
	*Maintains the security of the collection by observing the confidentiality of the information housed, following security procedures and supervising the operation and security of the

	facility in absence of Records Manager.
	Provides service to customers of the Hargrett Library by serving at Hargrett public service points and participating in the weekend service rotation
	Maintains flexibility and awareness of changes in the department and the Libraries and contributes to the team effort by assuming other similar duties and responsibilities as assigned.
* = essential function of the position	
Qualifications:	
Education, Experience, Licensure, Certification required:	Two years of college education AND one year related library experience; OR three years library, archives, information center or related work experience; OR any equivalent combination of experience, training and/or education from which comparable knowledge, skills and abilities have been achieved
Knowledge, Skills, Abilities and/or Competencies required to successfully perform work:	Ability to perform routine tasks accurately with close attention to detail; Ability to prepare clear and accurate records; Ability to establish and maintain effective working and customer relationships; Previous and accurate work experience using a computer and relevant experience with computer software required (i.e. – Microsoft Office, email)
Preferred Qualifications:	Experience in records management or comparable records work in an academic environment preferred;
Physical Demands:	Ability to lift and move boxes weighing 40 – 50 pounds and to work with a hydraulic lift
Work Hours:	M – F; 8 hrs/day; some evening and weekend work may be required.

Revised: 4/01, 12/05, 8/06

PSTN#: CLRLI 95	
CLASS: Library Associate II	
POSITION: University Archives Associate	
DEPARTMENT: Hargrett Rare Book and Manuscript Library	
JOB SUMMARY:	
<p>The University Archives Associate is responsible to the Manuscripts Librarian and Assistant Head, Hargrett Rare Books and Manuscripts Library for processing and transcribing archival records, coordinating University Archives activities, participating in the public service activities of the Hargrett Library and fulfilling Administrative and Scholarly research requests. Work is performed independently subject to periodic review following established practices and procedures. Some weekend work may be required.</p>	
PERCENTAGE:	DUTIES AND RESPONSIBILITIES:
%	Coordinates the collection activities of the University Archives by retrieving materials from campus departments, preparing transmittal sheets for receipt of records, processing archival records, creating indices and catalogs of record holdings, and transcribing archival record copies to type transcription.
	Ensures access to the University's senior administrative record by curating the Presidential papers: processing, organizing, preserving said papers and providing departmental records management service to senior University Administrative Personnel.
	Supervises one to three student assistants assigned to University Archives by training and developing staff through effective communication and a fostering of shared goals that yields knowledge, productivity and dependability.
	Coordinates the destruction activities of the University Archives by destroying transitory records according to provisions of the Regents' Records Retention Schedule and in cooperation with the University Records Manager.
	Provides public service to patrons whether by mail, phone, fax, or in-person, including retrieval of materials from closed stack areas and preparing charge-out forms for temporary release of records, by assisting them in the use of all sources and equipment in the Hargrett Library and acting as a primary resource person for the University Archives.
	Ensures future access to archives by using preservation techniques, arranging, boxing, labeling, and typing the description for the department inventory.

	Maintains stacks by shelving collections, straightening and reading shelves to ensure that materials are in proper sequence, identifies problems such as incorrect call numbers or materials that need to be repaired or bound, and identifying areas that need shifting.
--	---

	Participates in library-wide communication by reading, responding to, and initiating information transmitted via GRAPEVINE, Library Update, and appropriate library-wide or departmental meetings and asking questions, seeking clarification, or initiating discussion on library issues
	Maintains flexibility and awareness of changes and needs in the Department and organization by assuming similar duties and responsibilities as assigned.

* = essential function of the position

Qualifications:

Education, Experience, Licensure, Certification required:	Bachelors degree (with coursework in history or related fields preferred) AND two years related progressively responsible library experience; OR six years progressively responsible library, archives, information center or related work experience; OR any equivalent combination of experience, training and/or education from which comparable knowledge, skills and abilities have been achieved
Knowledge, Skills, Abilities and/or Competencies required to successfully perform work:	Accurate typing skills; Ability to perform routine tasks accurately with close attention to detail; ability to prepare clear and accurate records; Comprehension of University's administrative hierarchy; Ability to establish and maintain effective working relationships
Preferred Qualifications:	Experience in archival techniques with the ability to handle old and fragile documents preferred.
Physical Demands:	Sitting for long periods of time at a computer terminal is required. Position also entails lifting boxes weighing approximately _____ pounds each.
Work Hours:	M – F; 8 hrs/day; some evening and weekend work may be required.

Revised 2/02, 12/05

**Records Services Archivist
Manuscripts and Archives
Yale University Library
Rank: Librarian I or Librarian II**

THE UNIVERSITY AND THE LIBRARY

The University Library, which is a highly valued partner in teaching and research at the University, has more than 11 million volumes housed in the Sterling Memorial Library and 22 school and departmental libraries. It employs a dynamic, diverse and innovative staff of nearly 600 FTE who have the opportunity to work with the highest caliber of faculty and students, participate on committees and are involved in other areas of staff development. A full spectrum of library resources, from rare books and manuscripts to a rapidly expanding network of electronic resources, constitutes one of Yale's distinctive strengths. The Library is engaged in numerous digital initiatives designed to provide access to a full array of scholarly information. For additional information on the Yale University Library, please visit the Library's Web site at: <http://www.library.yale.edu/>.

Responsibilities

Under the supervision of the Head of Records Services, the Records Services Archivist is responsible for analyzing information holdings of Yale offices, assisting offices with the management of active and inactive records, and defining the nature and scope of records to be transferred from Yale offices to the University Archives.

Acts as the primary point of contact between the University Archives and Yale offices, providing daily in-person, telephone, and written consultation with offices regarding records appraisal according to retention schedules, destruction methods, organizing paper and electronic files, non-permanent records storage options, and the preparation of archival materials destined for the University Archives. Assists with the intellectual appraisal of records and helps determine if they should be accessioned into the University Archives. Negotiates submission agreements and determines how records will be transferred, facilitating the pre-processing of records by offices prior to transfer, and identifying any issues, concerns, or special needs associated with the records.

Gathers information about records under consideration, and records' context, in order to support appraisal decisions and facilitate the actual transfer, processing, preservation, and use of records (including collecting information on the administrative history of all offices that transfer records to the archives). Provides training to University staff regarding all aspects of records management. Provides reference service to Yale University offices and the research community as needed. Assists with the arrangement and description of university records (including the supervision of students) as needed. Engages actively and substantively in library, national and international professional activities relating to the management, selection, care, and use of university records.

Qualifications

Required:

Masters degree in library, archival, information studies, or in a related discipline. Appointment at

Librarian II level requires a minimum of two years professional archival experience and demonstrated professional accomplishments. Graduate education or professional experience in records management practices and techniques (records lifecycle concepts, retention schedules, legal and regulatory compliance, disaster recovery, etc.), records appraisal, and records description. Demonstrated problem-solving and multi-tasking abilities. Demonstrated oral and written communication skills. Demonstrated ability to work effectively in a team setting.

Preferred:

Knowledge of database form and report design (Access, MySQL). Experience providing service to customers with respect, responsiveness, and professionalism. Knowledge of federal regulations concerning recordkeeping requirements for university records. Experience with electronic recordkeeping systems. Experience appraising, describing, and preserving archival materials in a variety of formats. Experience in a university archives or university records management operation.

**Head of University Archives and Electronic Records Archivist
Yale University Library
Minimum rank: Librarian II**

THE UNIVERSITY AND THE LIBRARY

The University Library, which is a highly valued partner in teaching and research at the University, has more than 10.5 million volumes housed in the Sterling Memorial Library and 16 school and department libraries. It employs a dynamic and innovative staff of nearly 600 FTE who have the opportunity to work with the highest caliber of faculty and students, participate on committees and are involved in other areas of staff development. A full spectrum of library resources, from rare books and manuscripts to a rapidly expanding network of electronic resources, constitutes one of Yale's distinctive strengths. The Library is engaged in numerous ambitious projects such as the renovation of the main library building, the complete retrospective conversion of the Library's catalog, and various automation projects, which include network access to scholarly information and preservation imaging initiatives.

MANUSCRIPTS AND ARCHIVES

Manuscripts and Archives advances teaching and research by making primary source materials available for study and is open to the public. For over five decades, the department has assembled more than 17,000 linear feet of manuscript collections, donated by individuals and organizations, which document intellectual, legal social, religious, political, diplomatic, and economic history, and the history of Yale University. The department also houses the University archives and related materials. For additional information, please visit, <http://www.library.yale.edu/mssa/>.

RESPONSIBILITIES

Under the general direction of the deputy director, is responsible for directing the work of the University Archives and ensuring effective acquisition, description, preservation, future migration, access to and security of electronic records acquired by the department.

Establishes policies and procedures for the day-to-day operations of the University Archives program, including accessioning, office of origin requests, and backlog processing. Supervises the work of the records services archivist. Directs strategic planning for the unit. Serves as one of the main points of contact with the Secretary of the University, General Counsel for the University, and the Vice President for Finance and Administration.

Investigates electronic record keeping practices of donors, arranges for preservation of electronic records of long-term significance as defined by university archives and manuscript unit collection development policies, and plans future best practice for the long-term storage management and access of electronic records acquired by the department.

Works with library and campus information technology services to establish adequate technical infrastructure for long term preservation, security and access to electronic records of the university and of individual donors.

Recommends electronic records and digital preservation policies regarding description, capture, handling, access methods, and security based on sound archival and information management principles.

Participates in the formulation of departmental policy and procedures. Makes recommendations on personnel selection, staffing requirements, and equipment and supply needs. Provides reference service to Yale University offices and the research community. Working in a complex university library

environment in collegial fashion, contributes to the development and pursuit of overall University Library goals and objectives. Actively participates in and contributes to the archival profession.

QUALIFICATIONS

Required: Masters degree in library, archival or information studies, or related discipline. Minimum of two years professional experience in a university archives program. Experience with electronic records and digital preservation issues. Experience with relational databases. Knowledge of NT, UNIX, and inter-network communication standards. Knowledge of data storage methods, media and security. Demonstrated ability to communicate effectively, both orally and in writing. Demonstrated ability to plan, manage, and coordinate complex projects. Demonstrated ability to work effectively with colleagues, administrators, staff, patrons, and donors. Demonstrated contributions to the archival profession at the regional, national, and/or international level.

Preferred: Professional records management experience. Experience with creating and managing collections management systems. Reference, arrangement and description, or collection development experience in an archival setting. Programming skills.

Library Service Assistant III

ULS Manuscripts & Archives

Salary: C

Description:

General Purpose

Reporting to the Head of Records Services, the Library Services Assistant will be responsible for providing support for the administration of the archives and records management program for Yale University.

Essential Duties

1. Receive and establish control over incoming University records and donated materials by receiving/checking in materials, assigning accession numbers, labeling and bar-coding, preparing acknowledgments to offices and donors.
2. Re-house materials as appropriate to meet minimum standards as established by the department.
3. Enter cataloging and tracking information into existing and new information systems.
4. Under supervision, arrange, describe, and preserve archival records and prepares finding aids and management information.
5. Prepare notification to offices regarding records management actions (e.g., transfer or destruction reminders and authorizations.)
6. Assist in maintenance of Archives-related web offerings.
7. Work with Manuscripts and Archives reader services staff to receive requests for archival materials and retrieve items for offices and researchers as appropriate, and monitors the use of those materials in the departmental reading room.
8. Work with University offices to ensure the secure transfer of records to the University Archives.
9. Assist in the movement of departmental holdings and new accessions from donor sites.
10. Provide work direction to students and project staff assigned to University Archives, and records management tasks.
11. Contribute to the planning and execution of departmental programs, including the gathering and analysis of management information.

Experience and Training

1. Four years of related work experience, two of them in the same job family at the next lower level and high school level education; or two years of related work experience and an Associate Degree; or an equivalent combination of experience and education.
 2. Experience in an archival or library setting. Demonstrated ability to organize and handle assignments and to plan and prioritize a range of daily assignments.
 3. Previous work experience must demonstrate accuracy, consistency, and dependability in record keeping, following procedures, and file maintenance.
 4. Experience with automated systems and computers, especially word processing and database use. (Microsoft Office 2000)
 5. Preferred: Experience working with University records or office filing systems. Familiarity with editing/creating bibliographic catalog records. Knowledge of or experience with a wide range of University functions or operations.
- Experience with Sun OpenOffice, Corel WordPerfect & Paradox 8, and web design applications.
Knowledge of or experience with architectural drawings, photographs, sound recordings, or other audio-visual materials.

Skills and Abilities

1. Demonstrated ability to communicate effectively both orally and in writing.
2. Ability to climb ladders, push heavy book trucks and lift heavy materials up to 50 lbs., stand for extended periods of time, and occasionally work in an environment with dust and/or mildew present.
3. Flexibility and a willingness to work in a team setting.
4. References must indicate reliable attendance, punctuality, attentiveness, the ability to work with others in a team environment, and the ability to interact and communicate tactfully and effectively with a wide variety of patrons and staff.