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FOR LIBRARY HR USE ONLY – Position Number

Date Prepared: 7/30/2015     Division: CSS
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Reports to: Supervisory Librarian, Collection Development Position Title: Special Collections Librarian for Labor Studies

NATURE OF WORK:

Special Collections Librarian for Labor Studies

The University of Maryland Libraries is seeking dynamic and innovative applicants for the position of Special Collections Librarian for Labor Studies. The successful candidate will create and implement a vision for all labor collections holdings in Special Collections and University Archives (SCUA), including the AFL-CIO archives. These rich collections encompass the history of labor in North America, national and international labor unions, as well as Maryland-related labor movements and issues. Particular collection strengths include, but are not limited to, the AFL-CIO; the Industrial Union of Marine and Shipbuilding Workers of America; the Bakery Confectionary, Tobacco Workers and Grain Millers; the Cigar Makers International Union; and the United Brotherhood of Carpenters and Joiners of America. With the recent acquisition of the AFL-CIO archives, the University of Maryland Libraries has established a premier collection for labor research.

The Special Collections Librarian for Labor Studies will develop a robust program of collection development, research services, digitization, and scholarly activity to support labor collections, including print and archival materials. The successful candidate will thrive in a collaborative environment within SCUA and within the University of Maryland Libraries.

DUTIES AND RESPONSIBILITIES:

Reporting to the Supervisory Librarian for Collection Development, the Special Collections Librarian for Labor Studies will create and implement a vision for labor collections as a key destination for campus communities and researchers among the international community of scholars.

Under the direction of the Supervisory Librarian and in collaboration with other Libraries and University units, the Librarian is responsible for the activities in the following areas:

Reference, Research Assistance, and Instruction 10%
- Responds to reference queries and assists researchers with access to collections.
- Provides collection- and subject-specific research consultation and mentoring for all levels of researchers.
- Serves in rotation with other SCUA faculty and staff on the reference desk in the special collections reading room. (May be required to work occasional evenings and weekends.)
- Collaborates with faculty across the curriculum to incorporate resources from labor collections into undergraduate and graduate course-based research.
Access to Collections 10%
- Under procedures established by the Access leader, accessions (or directs the accessioning) of newly received materials.
- Consults with the Access leader in SCUA and colleagues in Metadata Services to establish processing plans and priorities for labor collections.
- Provides subject expertise and analysis for creating EAD finding aids, catalog records, reference works, and other research tools to facilitate access to and use of the collections.

Collection Development 20%
- Collaborates with other curators and special collections librarians in developing this collection area, included related print collections.
- Oversees the drafting and revision of collection development policies for the collection area.
- In collaboration with the Labor Collections Coordinator, is responsible for overseeing the management of the AFL-CIO archives. With assistance from the Labor Collections Coordinator, oversees the development of records retention and disposition schedules following established legal and other requirements.
- In concert with other SCUA staff, determines major projects and initiatives for the collecting area. Collaborates with the State of Maryland and Historical Collections collecting area in developing projects for overlapping collection interests, i.e. Maryland-related labor collections. Collaborates with subject liaisons in developing print collections and electronic resources in the General Collections.

Scholarly Communication and Information Technology 10%
- Develops plans, participates in and directs digital initiatives and/or digital humanities projects related to labor collections.
- Consults with the SCUA Digital Librarian in setting priorities for identifying materials for digitization and online dissemination to the public for research.

Engagement and Outreach 15%
- Engages with faculty, students, and other researchers to promote use of the collections through exhibits, public programming, and other outreach initiatives.
- Participates as appropriate in functional work in SCUA (Access, Researcher Experience, Digital Initiatives and Instruction & Outreach). Advises and collaborates with all functional colleagues in relation to the work in the labor collections collecting area.
- Takes an active role in the Collection Development Assembly within the Libraries.
- Collaborates with colleagues across the Libraries, the University, and the profession to organize exhibits, symposia, conferences, workshops, and other scholarly venues to promote research in the collections.

Development, Stewardship, and Fundraising 15%
- Collaborates with the Libraries’ administration in cultivating support for the labor collections.
- Participates in the Libraries’ programs for development, stewardship and fundraising.
- Develops grant proposals with internal and external partners to promote access to and research use of labor collections.

Scholarship and Service 20%
- Demonstrates focus on excellence and an ability to meet standards for professional contributions in the areas of service and scholarship.

Performs other duties, as assigned.
PHYSICAL DEMANDS:
Most work will take place in Hornbake and McKeldin Libraries, however, there may be an occasional need to visit offsite storage facilities in the Washington, DC metro area. Must be able to tolerate occasional dirty/dusty conditions. Must be comfortable working in a flexible work environment in a multi-faceted, rapidly growing special collections program responsive to a broad user base.

SUPERVisory RESPONSIBILITIES:
Supervises the work of graduate assistants, hourly student employees, contract- or grant-supported personnel, interns, and volunteers, as needed. Directs the work of other staff in Special Collections and University Archives as required.

QUALIFICATIONS (Knowledge, skills, and abilities):
- Demonstrated knowledge of archival theory and practice.
- Demonstrated ability to work effectively with others in an academic, collegial setting.
- Demonstrated excellence in oral and written communication skills.
- Demonstrated project management and problem-solving skills.
- Demonstrated experience with major outreach initiatives which promote use of special collections.
- Demonstrated experience with digital initiatives or digital humanities projects.
- Knowledge of collection development and planning.
- Knowledge of donor cultivation or fundraising.
- Must possess a strong service orientation and demonstrated ability in assisting researchers in a special collections setting.

EDUCATION:
Required
- ALA-accredited Master’s degree in Library/Information Science with an emphasis on formal archival education and training; OR a graduate degree in history, American studies, or other relevant discipline with experience in archives, archival course work, or archival certificate.

Preferred
- Advanced degree in American labor history, labor studies or related disciplines (in addition to a Master of Library/Information Science degree from an ALA-accredited program.)

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):
Required
- Demonstrated knowledge of archival theory and practice.
- Demonstrated ability to work effectively with others in an academic, collegial setting.
- Demonstrated excellence in oral and written communication skills.
- Demonstrated experience in managing projects from scoping to delivery; ability to set timetables, meet deadlines, or manage budgets.
- Demonstrated experience with major outreach initiatives which promote use of special collections.
Must possess a strong service orientation and demonstrated ability in assisting researchers in a special collections setting.
Demonstrated experience with digital initiatives or digital humanities projects.

Preferred

Two years or more prior work experience at the professional level in an archival repository.
Demonstrated experience working with special collections related to labor history.
Demonstrated experience with records management and creation/maintenance of records retention and disposition schedules.
Demonstrated experience with professional and archival collection management software.
Demonstrated experience planning and executing digital projects and initiatives, including HTML/XML skills, SQL database knowledge, Javascript programming, project management, etc.
Knowledge of current preservation and conservation practices.
Knowledge of current trends and research in labor history and/or labor studies.
Demonstrated experience in finding aid preparation; and knowledge of electronic access tools including HTML, Encoded Archival Description (EAD), and MARC records.
Demonstrated experience with donor cultivation or fundraising.
Demonstrated experience with collection development or planning initiatives.
Prior experience supervising student assistants, volunteers, and support staff.

Employee’s Signature________________________  Date__________
Print Employee’s Name______________________________________
Supervisor’s Signature______________________  Date___________

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