

**Title:** Collections Strategies Archivist (Open Rank)  
**Category:** Faculty  
**Department:** Special Collections University Archives  
**Salary Range:** \$50,000-60,000 negotiable commensurate with the rank on appointment  
**Benefits:** 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays, Retirement Plan, Tuition Remission, Health, Dental, Vision, and Prescription

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university's ascendancy in academic excellence.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

## **NATURE OF WORK**

This position is dedicated to ensuring and improving access to archival materials in Special Collections and University Archives (SCUA) with a special focus on accessioning, including developing strategies for processing. This work is critical to facilitating ways for students, faculty, and researchers around the world to discover the rich and varied material in these collections.

Reporting to the Associate Director of Special Collections and University Archives, the person in this position joins a collaborative and dynamic team responsible for accessioning, processing, and providing access to Special Collections materials in all formats. The Collection Strategies Archivist is responsible for accessioning workflows and ensures that all collections have a baseline of physical and intellectual control in a timely and efficient manner. The person in this position will be responsible for overseeing large and complex accessioning and/or processing projects for a variety of formats. This position works actively with colleagues in SCUA and the Research and Academic Services (RAS) Division to manage and maintain physical space for both on and offsite material.

## **DUTIES AND RESPONSIBILITIES**

### Accessioning Activities - 50 percent

- Accession and create collection-level description for new material so that holdings are discoverable and available in a timely manner.
- Assist with other accessioning activities such as arranging and receiving shipments of material, verifying acquisitions against available descriptions, and creating and reviewing accession records.

- Participates in projects to increase access to collections, including surveying, inventorying, and describing backlog materials
- Prepare finding aids according to relevant standards and local practice.
- Direct the work of students assigned to accessioning activities.

Space Planning and Management - 5 percent

- Manage space allocation for incoming accessions.
- Participate in creation of procedures and workflow for space management in Hornbake Library and transfer of material to offsite storage.

Collaboration and Communication - 10 percent

- Regularly communicates and collaborates with colleagues in SCUA, CSS, the Libraries, and the University to share information and accomplish primary assignments.
- Collaborates with SCUA staff to develop or update workflows and to share information regarding accessioning outcomes.
- Attends CSS and SCUA meetings and participates in departmental and divisional activities and programs.

Professional Development, Scholarship, and Service - 25 percent

- Actively participates in professional development activities appropriate for this position.
- All faculty librarians at UMD engage in scholarly and service activities.

Reference - 5 percent

- Serve weekly shift on the Maryland Room reference desk.

Other duties and responsibilities - 5 percent

- Participates in university and/or library activities and training related to promoting diversity, equity, inclusion, and accessibility.
- Contributes to achieving the University's and/or the Libraries' diversity, equity, inclusion, and accessibility goals.

**PHYSICAL DEMANDS:**

- May encounter dirty or dusty conditions when new accessions arrive at SCUA.
- Works with contents of archival boxes that may weigh up to 40lbs.

**SUPERVISORY RESPONSIBILITIES:**

- Direct supervision of students and volunteers.

**QUALIFICATIONS (Knowledge, skills, and abilities):**

**EDUCATION:**

### **Required**

- Master's degree in Library and/or Information Science from an ALA-accredited institution or a non-USA equivalent; or a graduate degree relevant to the position's duties.

### **Preferred**

- Specialization in archives and digital curation.

### **EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):**

#### **Required**

- Minimum of 2 years working in special collections or archives.
- Experience accessioning, arranging, and describing archival material.
- Demonstrated knowledge of archival theory and practice, especially efficient processing strategies.
- Demonstrated knowledge of archival and library content management systems.
- Experience working collaboratively and independently.
- Ability to plan, manage, and complete multiple, concurrent projects.

#### **Preferred**

- Experience using ArchivesSpace.
- Familiarity with archival standards such as DACS and EAD.
- Experience supervising students, interns, and/or volunteers.

For the full position description, please go to

<http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions>.

Teleworking eligible according to University of Maryland Libraries guidelines.

### **FACULTY REQUIREMENTS**

This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship,

and/or creative activities, which includes self- directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult:

<https://www.president.umd.edu/policies/2014-ii-100b.html>

### **Vaccination Requirement**

The University of Maryland has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. As a prospective and/or a new employee at UMD, you will be required to comply with the University's vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at any University of Maryland location. Prospective or new employees may seek a medical or religious exemption to the vaccination requirement at [return.umd.edu](http://return.umd.edu) and must have an approved exemption prior to the start of their employment. Failure to provide proof of vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded.

### **Background Check Requirement**

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment in the position. .

**APPLICATIONS:** Electronic applications required. Please apply online <https://ejobs.umd.edu/postings/103033>. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

**Applications will be reviewed as they are received; Best consideration date is January 30, 2023.**

*The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.*