Special Collections Librarian – Position Description

Rank: Faculty, tenure-track position

Appointment Period: 12-month appointment

Reports to: Head of Collection Strategies & Resource Sharing

Supervises: Student workers; limited supervision of other assigned staff as needed.

The Special Collections Librarian serves as the public-facing representative of special collections and archives. Is responsible for administering and planning all aspects of the operation and care of the Elizabeth Huth Coates Library’s special collections. With the Head of Collection Strategies & Resource Sharing, will establish priorities, goals, and objectives and develop and implement policies, procedures, and standards for the efficient and effective operation and maintenance of special collections. Works closely with a full-time processing archivist. As a tenure-track member of the library faculty, serves on university committees and performs to the university’s standards in the areas of librarianship, research, and service.

Specific responsibilities include:

- **Support of the academic programs and curriculum.** A major goal of this position is to identify materials in special collections and archives appropriate for use in courses. In collaboration with subject liaison librarians, plans for use of special collections and archives materials in support of the curriculum and collaborates on the use of these materials. This librarian is an integral part of the vibrant information literacy program at Trinity.

- **Reference and instruction.** The Special Collections Librarian oversees and sometimes provides service at the special collections and archives reference desk. For both the Trinity community and outside parties, advises users of the resources available and of techniques for using them. In collaboration with liaisons, offers instruction as requested. Participates in instruction librarian meetings and projects.

- **Outreach and promotion.** Coordinates efforts to make special collections and archives visible and available to the Trinity community and to promote their use. Prepares or coordinates exhibits and develops and maintains the special collections and archives web presence. Promotes special collections and archives to the surrounding community, giving talks to community groups, staffing an informational table at relevant events, etc.

- **Technology and digitization.** In collaboration with the archivist, designs, implements, and oversees digitization of analog special collections materials.

- **Collection management and appraisal.** Is responsible for environmental monitoring, disaster planning, and in-house conservation of special collections materials. Serves as
the collection development officer for special collections, recommending and selecting materials for addition to the collections, including unique, rare, or significant items that will build on existing collection strengths and contribute to the teaching function of the collection. Tracks and reports productivity and use of special collections and archives. Contributes to the special collections portion of the library’s annual report and annual assessment plan and report.

- **Preservation.** Analyzes the current condition of special collections materials and determines appropriate preservation priorities and actions to ensure long-term storage and security. Makes recommendations as to storage capacity and space needs and use.