

Professional Position Posting

Head of Library Conservation

- Department:** Emory Libraries Conservation Division
- Salary:** Commensurate with qualifications and experience
- Position Availability:** Immediately

The Emory Libraries seek an Assistant Librarian/Associate Librarian/Librarian to serve as the Head of Library Conservation. The ideal candidate will provide leadership in planning and managing library conservation services for all materials in special and circulating collections in all of Emory's libraries. The incumbent will oversee a team that manages a broad range of conservation and preservation activities which include book and manuscript treatment, exhibition and loan support, disaster relief, environmental monitoring, and facilities planning support. The position reports to the Director of the Content Division.

Position Duties

- With a focus on special collections, plan, perform and document basic and complex conservation treatments for a broad range of materials including books, manuscripts, maps, prints, drawings and works on paper from throughout the libraries at Emory.
- Collaborate with special collections curators, librarians, and archivists as well as exhibits liaisons to establish annual priorities for conservation.
- Prepare condition assessments of items and collections. Advise on conservation needs and options.
- Manage 3 FTE and students; may mentor interns and volunteers.
- Coordinate workflow of conservation lab.
- Oversee health and safety practices.
- Coordinate preventative care, including disaster preparedness and response, pest management, and environmental monitoring programs. Participate in disaster response.
- Serve as a resource for advising on exhibits and loans.
- Serve as a resource for facilities construction projects involving storage and presentation spaces.
- Coordinate equipment maintenance and manage equipment and supply budget.
- Negotiate with vendors and suppliers.
- Present to a wide range of audiences on the work of the conservation lab and conservation topics.
- Serve as a member of the management team within the Content Division.
- Serve on committees throughout Libraries at Emory related to primary job assignment in addition to voluntary campus service and participation in Search Committees as requested.
- Serve on professional and scholarly association committees, task forces, work groups, and other entities at the local, state, regional, national, and international level as appropriate to position and area of expertise.

- Maintain up-to-date professional knowledge and skills in areas related to conservation. Comply with professional standards and practices. Maintain general knowledge of current trends in higher education, academic libraries, and information and educational technology.

PROFESSIONAL RESPONSIBILITIES

- Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
- Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
- Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
- Participates in library and campus committees as appropriate for service purposes.

Required Qualifications

- ALA-accredited master's degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate experience and or library experience).
- Minimum five years' conservation experience.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary. Ability to be proactive, flexible, and collaborative as a supervisor in order to accomplish departmental, library, and institutional goals.
- Portfolio demonstrating complex conservation treatments on a wide range of bound and unbound library materials.
- Demonstrated knowledge of conservation theory and practice and adherence to professional ethical practice in conservation.
- Knowledge of chemistry as it applies to the conservation of library and museum collections.
- Knowledge of the history of the book, the history and techniques of bookbinding and papermaking, and the history of manufacture of other library materials.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated willingness to respond to new opportunities with initiative, creative energy, and leadership.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary.
- Knowledge or experience with photographic materials.
- Familiarity with funding agencies and writing grant proposals.
- Knowledge of one or more foreign languages.

Application Procedures

Interested candidates should review the applications requirements and apply online at:

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=25066&siteid=5449&areq=73276br

Requisition/Job posting #73276BR

Applications may be submitted as Word or PDF attachments and must include:

- 1) Cover letter of application describing qualifications and experience;
- 2) Current resume/vita detailing education and relevant experience; and
- 3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by August 11, 2017 will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to <http://www.hr.emory.edu/eu/benefits/>.

Description of Institution and Library

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 7,591 undergraduates and 7,103 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 29,931 and an annual operating budget of \$4.8 billion. Emory University received \$574.6 million in research funding in 2016.

Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 9 libraries, the holdings include more than 3.9 million print and electronic volumes, 83,000-plus electronic journals, and internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 137 and the overall library budget is approximately \$25.3 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory Libraries include the Robert W. Woodruff Library, which is also home to the Stewart A. Rose Manuscripts, Archives & Rare Book Library. Other campus libraries, which serve the specialized and professional schools, include the Goizueta Business Library, the Woodruff Health Sciences Library, the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– June 2017

EEO/AA/Disability/Veteran Employer