Head of Collection Services
Manuscript, Archives & Rare Book Library

Department: Manuscript, Archives, & Rare Book Library (MARBL), Robert W. Woodruff Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory University Libraries seek an energetic, service-oriented and collaborative professional to serve as the Head of Collection Services for the Manuscript, Archives & Rare Book Library (MARBL) in the Robert W. Woodruff Library. The ideal candidate will manage all facets of the Collection Services unit within MARBL, including leading the planning, development, implementation, promotion, and assessment of the services provided for collections under the leadership of the Associate Director of MARBL, and in collaboration with colleagues throughout the library. The successful candidate will combine demonstrated technical services and management experience with knowledge of standards and practices for preserving, processing, cataloging, and providing access to collection materials in an academic rare book or archives library setting.

Position Duties
Reporting to the Associate Director of MARBL, the Head of MARBL Collection Services is a key managerial position within the Manuscript, Archives and Rare Book Library and provides leadership and expertise in arranging, describing, cataloging, and preserving archival and special collections material in all formats. The incumbent directly oversees the manuscript processing, rare book cataloging, and collection management teams, including direct supervision of 4 FTE as well as project staff and student employees. The Head of Collection Services leads the planning, development, implementation, promotion, and assessment of the services provided for MARBL collections, ensuring an integrated and coordinated approach to accessioning, processing, cataloging, preservation, and management of material in all formats. The incumbent collaborates with other MARBL units and Content and Services divisions within the library to establish and implement best practices, standards and policies for collections management, preservation, description, and access across library collections. Specific duties of the incumbent include the following:

- Responsible for planning, development, implementation, management, promotion, and assessment of services provided for MARBL collections, including accessioning, processing, cataloging, preservation, and management of material in all formats.
- Serves as the unit head for Collection Services and member of management team within MARBL with programmatic responsibility for functional areas and direct supervision of 3 FTE librarians and 1 FTE staff, in addition to project staff and student employees.
- Develops, implements, and monitors unit action and business plans, setting production and service goals. Compiles statistics and develops narrative and statistical reports on unit activities and programs.
- Develops appropriate metrics to evaluate work and service levels. Develops and implements methods for measuring standard costs related to processing and cataloging, which can be used for project management and planning.
- Sets priorities and manages resources for processing and cataloging in consultation with curators, librarians, and other staff.
- Reviews finding aids, catalog records, and other descriptive output to ensure high quality and adherence to standards.
- Develops and maintains policies and procedures that guide the accessioning, processing, cataloging, preservation, and management of MARBL collections. Reviews and assesses workflows and systems for collection services functions, and implements process improvements as needed.
- Explores, proposes, and implements new technologies to support internal management and external discovery, access, and use of MARBL’s collections.
- Oversees the management of MARBL collection storage spaces, and works with colleagues to plan and prepare MARBL collections for storage in offsite facility.
- Collaborates with colleagues on preservation, digitization, and digital projects that involve MARBL collection materials.
- Collaborates with colleagues on grant and internally sponsored projects for processing, cataloging, preserving, and digitizing MARBL collection materials. Develops grant proposals and serves as principle investigator as needed. Oversees and evaluates all grants for collection services projects.
- Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
- Participates in library and campus committees as appropriate for service purposes.
- Is active professionally including participating in professional and scholarly associations and organizations, presenting at professional and scholarly conferences, symposia, and workshops and/or publishing on work-related topics and research in professional and scholarly publications.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintaining general knowledge of current trends in higher education, academic libraries, and information and educational technology.

**Required Qualifications**

- ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with relevant special collections or archival training).
- Five or more years of professional experience in an academic or research library, special collections repository, or other relevant setting.
- Demonstrated experience supervising and mentoring other employees, articulating vision and goals, and managing multiple projects and staff members to accomplish the work of a unit.
- Experience with and/or knowledge of the professional standards and practices related to accessioning, processing, cataloging, digitizing, and preserving special collections materials, including rare books, archives and manuscripts, photographs, audiovisual materials, and born digital materials.
- Extensive experience processing manuscript and archival holdings and/or cataloging rare books and printed materials.
- Knowledge of the following descriptive standards: DCRM, DACS, AACR2, RDA, MARC, EAD, EAC, MODS, LCNAF, LCSH, and other thesauri.
- Ability to analyze local environment and recognize opportunities for process improvement or the implementation of new tools and technologies.
- Demonstrated leadership ability, analytical skills, creative and innovative problem-solving skills, and a strong commitment to service excellence.
Experience and demonstrated skill in supervision and change management. Ability to be proactive, flexible, and collaborative as a team leader in order to accomplish departmental, library, and institutional goals.

Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.

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.

Working knowledge of software and systems that support services to patrons including Integrated Library Systems and other systems used in academic or research library settings.

Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications.

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.

Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

- Experience working with Aleph, ALMA, Archivists’ Toolkit, and/or ArchivesSpace.
- Demonstrated experience in project management.
- Demonstrated experience in a leadership role with responsibility for implementing and managing change.
- Experience with workflow and metrics assessment.
- Familiarity with funding agencies and experience in writing grant proposals.
- Experience with workflows and processes for digitizing special collection materials.
- Background and/or interest in humanities or other discipline, particularly as relates to MARBL collections.

Application Procedures

Applications and nominations for the position are welcome and must be sent to Linda Nodine via email (eul-libjobs@emory.edu). 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 31, 2014 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.

**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 7,836 undergraduates and 6,677 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 27,937 and an annual operating budget of $4.3 billion. Emory University received $507.1 million in research funding in 2013. Emory recently concluded a successful fundraising campaign that raised $1.69 billion from 149,000 donors.

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 Manuscripts, Archives & Rare Book Library (MARBL). 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.

– 18 July 2014