Accessioning and Collections Management Coordinator

Department: Rose Library, Emory Libraries
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

The Emory Libraries seek an energetic, service-oriented and collaborative professional to serve as the Accessioning and Collections Management Coordinator.

University Job Summary Statement

Coordinates a significant library user service program, system, or major function. Develops goals and objectives for the program, system or function in consultation with appropriate internal/external managers, vendors, and faculty. May assess user needs and/or analyze and maintain system data, and develop new services or programs. Develops, oversees, and/or conducts testing and/or training for the program, system, or function and resolves problems. Develops and communicates policies and procedures; creates and maintains documentation. May monitor workflow and budget. Performs related responsibilities as required.

Library Position Summary

Reporting to the Head, Collection Services, the Accessioning and Collections Management Coordinator manages the Rose’s physical collections, with special focus on managing the receipt, accessioning and initial processing of rare book, manuscript, and archival material. The incumbent is responsible for the core archival function of archival accessioning—formally transferring custody of new material to the Rose Library, and establishing physical and intellectual control over new material. Incumbent creates accession records, MARC records, and finding aids for new acquisitions and may process manuscript and archival collections. The person in this position will also manage the receipt, logging, and preliminary or copy cataloging of rare books and printed materials. Works independently with staff and donors to determine appropriate actions for collections. Works very closely with curators, archivists, and the rare book cataloger. Oversees the work of student assistants supporting these functions.

Key Responsibilities & Duties

- Works collaboratively with Collection Services and Emory University Archives staff, curators, and department managers in managing collections and collection space.
- Has primary responsibility for the receipt, logging, and accessioning of all incoming special collections material acquired by the Rose Library.
- Coordinates shipping or otherwise transferring collections from originating location to the Rose or LSC.
- Leads the coordination efforts with donors, curators, archivists, and the business operations manager to track collections and to document and track payments and deeds of payment or gift.
- Manages internal communication related to new acquisitions and routes material as appropriate.
• Consul’s with wide a range of library staff to determine appropriate storage for collections based on preservation needs.
• Develops or modifies workflows related to collection receipt, collection management, and rare book accessioning and processing.
• Travels with Collection Services and curatorial staff as needed to prepare or pick up incoming accessions.
• Creates or updates accession records, MARC records and/or EAD finding aids for all accessions and their respective collections.
• Arranges and describes manuscript and archival collections; creates descriptive metadata such as finding aids and catalog records as needed.
• Works closely with archivists and collections services staff to describe collections in line with national and local best practices.
• Searches local (ALEPH/ALMA) and outside databases (OCLC, Library of Congress and others) for bibliographic records and matches them to Rose Library holdings.
• Creates enhanced bibliographic records describing rare book and print items in all formats and in all subject areas, using current national cataloging codes and carrier standards such as RDA or DCRM.
• Creates and maintains Rose Library holdings and item records.
• Arranges and describes manuscript and archival collections; creates descriptive metadata such as finding aids and catalog records as needed.
• Works closely with archivists and collections services staff to describe collections in line with national and local best practices.
• Searches local (ALEPH/ALMA) and outside databases (OCLC, Library of Congress and others) for bibliographic records and matches them to Rose Library holdings.
• Creates enhanced bibliographic records describing rare book and print items in all formats and in all subject areas, using current national cataloging codes and carrier standards such as RDA or DCRM.
• Creates and maintains Rose Library holdings and item records.
• Arranges and describes manuscript and archival collections; creates descriptive metadata such as finding aids and catalog records as needed.
• Works closely with archivists and collections services staff to describe collections in line with national and local best practices.
• Searches local (ALEPH/ALMA) and outside databases (OCLC, Library of Congress and others) for bibliographic records and matches them to Rose Library holdings.
• Creates enhanced bibliographic records describing rare book and print items in all formats and in all subject areas, using current national cataloging codes and carrier standards such as RDA or DCRM.
• Creates and maintains Rose Library holdings and item records.

University Minimum Required Qualifications

A bachelor's degree in a related area. Four years of library experience, or combination of education and experience. Requires one or more of the following: computer skills, special skills, subject expertise or a proficiency in a foreign language.

Emory is an Equal Employment Opportunity/Affirmative Action employer. Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any other factor that is prohibited consideration under applicable law.

Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

• Experience working in the field of special collections, including and understanding of library systems and procedures, and with proper techniques for handling rare books and special collections material.
 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 in accordance with task/project parameters.
 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.
 Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty 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.
 Must be able to lift 40 pounds and be willing to work in potentially dusty environments.

**REQUIRED for Supervisory & Managerial Positions**

 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.

**Library Preferred Qualifications**

Preferred qualifications can be listed here if applicable. Examples:

 Experience processing or accessioning archives or manuscript material
 Experience cataloging monographic material and enhancing bibliographic records.
 Experience in supervising and managing staff including coaching, motivating, and mentoring.
 Experience in project management and project planning.
 Experience using with library descriptive standards and software.

Applications/resumes must be submitted online through Emory Careers and looking for job posting #56936BR. Please include a letter of interest along with your resume. For more information, contact Nydia Charles-Huggins at (404) 727-6885, necharl@emory.edu.