

Job Description

Position: SPECIAL COLLECTIONS LIBRARIAN

Purpose of Special Collections and The University Archives in the Newton Gresham Library is to collect, organize, and make available to our patrons information in many formats concerning regional Texana, the American Civil War, criminal justice, as well as, rare and unique types of printed material. Our holdings include printed materials (books, maps, and periodicals), photographs, oral history interviews, postcards, and manuscript collections. Serving as the institutional memory of Sam Houston State University the University Archives is the official repository for non-current University records having permanent historical value. The primary purpose is to collect, organize, preserve and make accessible institutional records and other materials of lasting value documenting the history and development of Sam Houston State University's administrative and academic units and their activities.

Basic Function and Responsibility

The SPECIAL COLLECTIONS LIBRARIAN is responsible for providing professional reference and research assistance to library patrons, participate in outreach activities as well as provide overall supervision of processing, preservation, arrangement, and description of the various formats housed in Special Collections and Archives.

Characteristic Duties and Responsibilities

Provide day to day oversight for Special Collections and Archives.

Works closely with librarians and other faculty to engage students and the academic community with primary source material.

Develops responsive and discipline-specific research instruction, to increase support for the integration of Special Collections materials into the curriculum.

Applies best practices and standards for developing, maintaining, and preserving the collections, including the use of technology to enhance the services and resources.

Collaborates with catalogers regarding description and classification of Special Collections material.

Works closely with full-time archivist.

Serves as bibliographer for collection development for Special Collections.

Develops and communicates policies for the use of Special Collections and archival materials.

Work with potential donors to acquire materials for Special Collections.

Works with staff to develop finding aids and other guides to the collection as needed, using appropriate technologies and social media.

Works with staff to determine the preservation needs of materials housed in Special Collections and Archives.

Collaborates with the Digital Resources Librarian and Archivist to identify and prioritize material for inclusion in the library's digital repository, including practical solutions for the preservation of born-digital content.

Keeps abreast of activities and changes in the profession by attending meetings and reading professional literature.

Assist with special projects as assigned by the Director.

Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

REPORTS TO: Director of Library Services