POSITION ANNOUNCEMENT: MANUSCRIPT ARCHIVIST

Appointment: Assistant or Associate Professor, full-time, 12 month, continuing, Tenure track

Start Date: July 1, 2015

Environment: Library Affairs provides comprehensive library services to the Southern Illinois University Carbondale population of 18,500 students in beautiful southern Illinois. Morris Library, the primary facility, was completely renovated between 2003 and 2014. The building provides comfortable and flexible seating, access to nearly 300 computers, wireless, and a variety of flexible, collaborative, group study tables, rooms, and areas. The collections include nearly three and a half million volumes, three and a half million microforms, 225,000 e-books, and 43,000 currently-received periodicals and serials, as well as strong collections of online databases, maps, films, DVDs, sound recordings, rare books, archives, manuscripts, and special collections. Morris Library is a selective U.S. Federal Depository Library and an Illinois State Depository Library. As the center for academic support services on campus, Morris Library hosts SalukiTech (technology and computer support), the University Honors Program, the Writing Center, the Tutoring Center, Testing Services, Math Classrooms and Labs, and the Center for Teaching Excellence. Morris Library is a member of the Association of Research Libraries, Coalition for Networked Information, Consortium of Academic and Research Libraries in Illinois, Scholarly Publishing and Academic Resources Coalition, and Greater Western Library Alliance. Librarians at SIU Carbondale are faculty and are covered by collective bargaining.

Special Collections Research Center (SCRC), established in 1956, holds extensive collections of rare books, manuscripts, and photographs in all areas of the University’s curriculum and research interests. The manuscript collections focus on the history of Southern Illinois, modern literature, the Irish Literary Renaissance, American philosophy, and freedom of the press and censorship issues. Other areas of focus include rare books, university archives, and political papers. Special Collections Research Center uses ArchivesSpace and Ex Libris’ Voyager for the Integrated Library Management System it shares with the Consortium of Academic and Research Libraries in Illinois (CARLI), which includes a digital content component (Content DM, with Dublin Core for metadata cataloging, etc.).

Responsibilities: Reporting to Director of Special Collections Research Center, the Manuscript and Instruction Archivist is responsible for the administration of the Manuscript unit, including responsibility for acquiring, arranging, describing, providing access and promoting use of the manuscript collections.

Specific responsibilities include:
Coordinating the identification, appraisal, acquisition, description, storage, access, preservation and disposition of manuscript collections. Overseeing the arrangement and description program for manuscript collections, including supervising archival arrangement and description work in the unit by staff and students. Working collaboratively with faculty and staff to plan and implement educational programs such as symposia, lectures, exhibitions, and scholarly conferences that promote special collections and their use by the academic community and the broader public. Providing instructional classes on campus and making presentations to university and non-university groups. Collaborating with the Director to identify potential donors, further good donor relations, and acquire materials. Collaborating with relevant partners in planning, creating, and managing digital collections from manuscript collections. Answering reference inquiries on-site and via telephone, mail, and e-mail and using relevant social media tools. Training and supervising staff, graduate assistants, and students in the processing of archival collections. Proactively building partnerships across the University and in the community. Actively promoting use of all the Special Collections Research Center’s collections by seeking out university faculty and students, historic site and museum personnel, and members of the scholarly community and general public who could benefit from SCRC’s services. Actively participating in professional organizations. Pursuing an active research agenda that results in peer-reviewed publications in scholarly venues and other creative output, including, e.g., exhibits, poster sessions, and conference presentations. Serving on library, university, regional, and national committees as
Participating in the library’s scholarly communications initiatives, including population of the Institutional Repository. Performing other appropriate duties as assigned.

**Required Qualifications:**
ALA-accredited Masters of Library Science or M.A. in history, political science, or other field related to the collections with graduate level archival coursework, at time of application. Minimum of the equivalent of two (2) years full-time experience processing, arranging, and describing archival and manuscript materials. Prior experience providing effective reference service in a research or academic library. Demonstrated excellent interpersonal and communication skills (both oral and written). Ability to work independently as well as collaboratively in a team-oriented environment. Knowledge of archival theory, practice, and national and international standards and best practices that govern the arrangement and description of primary source materials. Demonstrated supervisory experience.

**For appointment at the Assistant Professor rank:**
Qualifications and experience demonstrating potential to meet established Library Affairs criteria for promotion and tenure, including professional service and published research.

**For appointment at the Associate Professor rank:**
In addition to the above qualifications, a minimum of six (6) years of relevant archival experience in an academic library or archives. A sustained record of peer-reviewed research and publications, as well as a record of professional service at state, regional, and/or national levels.

**Preferred Qualifications:**
Membership in the Academy of Certified Archivists. Graduate work in American philosophy or literature. Experience working with donors. Knowledge of archive management software (ArchivesSpace, Archon, Archivist’s Toolkit, or similar).

**Salary:** Competitive

**Deadline for Application:** May 1, 2015, or until filled

**Application Procedure:** Submit a letter of application stating qualifications and background for this position, a resume, and names, addresses, telephone numbers, and e-mail addresses of three (3) professional references. References may be contacted by Library Affairs and asked to comment on your experience and qualifications for this position. All materials should be addressed to:

Joan Looft, Personnel Coordinator
Library Affairs – SIU Carbondale
605 Agriculture Drive, Mail Code 6632
Carbondale, IL 62901
Telephone: 618-453-1458
E-mail: jm.looft@siu.edu

SIU Carbondale is an affirmative action/equal opportunity employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.