Position Summary

Reporting to Assistant Director of the Rose Library for Collection Strategies, the Head of Digital Archives is a key managerial position within the Rose Library, overseeing a team responsible for the Rose Library digital collections, systems, metadata and tools. The Head of Digital Archives provides leadership and expertise in stewarding and ensuring long term preservation and access of the Rose Library’s born digital and digitized collection material. The Head of Digital Archives leads the planning, development, implementation, promotion, and assessment of the services provided for digital collections, ensuring an integrated and coordinated approach to acquiring, processing, preserving, and delivering digital material. The incumbent is responsible for program development to support the management, discovery, and delivery of digital content. The Head of Digital Archives is responsible for born digital collection material, including accessioning, processing, and setting policies and workflows. The Head of Digital Archives, in partnership with Library, Technology Digital Strategies and the Digital Preservation Program Manager, will integrate Rose collections in the Emory Library’s digital library program, ensure the digital preservation of the Rose Library’s digital assets, and contribute to the development and implementation of digital library systems, policies, and practices.

Essential Responsibilities & Duties

A. Digital Collections Program Management

- Leads the development and implementation of policies and workflows for managing, preserving, and providing access to Rose Library’s digital collections both in the Rose and in concert with other LITS and Library partners.
- Represents the Rose Library and forges collaborative partnership with the library-wide digital library, and ensures Rose participation in planning, development, and implementation of library-wide strategies, systems, policies, and practices for the digital library, including digital preservation and copyright.
- Oversees maintenance of equipment, tools and current documentation in digital analysis lab, including system and software updates, hardware monitoring, equipment inventories, and workflow documentation.
- Explores, proposes, and implements new tools to meet digital preservation, digital access, data management and other digital curation needs for born-digital assets.
- Works closely with Rose and LITS colleagues on digital preservation, data asset management, and digital library strategies and initiatives.
• Contributes to Collection Services Unit and Rose Library division-wide strategic and business planning.
• Contributes to regular written reports, including quarterly and annual processing reports and the Collection Services general report, as needed.

B. Born-Digital Records Processing and Collection Management

• Leads the planning, development, implementation, management, promotion, and assessment of services and practices in support of the acquisition, production, and management of born-digital collections.
• Oversees transferring, accessioning, appraising, processing, preserving, and managing access to the born-digital records, including both Emory University records and manuscript collections.
• Reviews, develops, implements, and maintains policies and procedures that govern the management, preservation, and use of born-digital collections and institutional records.
• Maintains written documentation, including policies, procedures, and manuals for the born-digital procedures and workflow.
• Partners with Emory University’s records manager to advise campus units on managing and transferring born digital University records to the Archives.
• Contributes to the development of standards and guidelines for stewarding Emory University’s institutional records, whether managed in the Libraries or in other records keeping systems.
• Manages born-digital acquisitions, including appraisal, transfer, data management, arrangement and description, storage, and end-user access.
• Assists in the transfer and accessioning of born-digital collection material.
• Manages imaging and processing backlogs and works with the Head of Collection Processing and the Emory University Archivist to set priorities and assess progress.
• Creates work plans which record basic information about the born-digital component of the collection, suggest proposed arrangement, preservation and access, as well as the estimated duration of the born-digital processing and any decisions made during processing.
• Provides support and consultation to curators and archivists on digital archives work, policies, and best practices.

C. Project Development, Planning, and Management

• Consults with Rose and LITS colleagues on grant and internally sponsored projects that involve the manipulation, publication, or accessibility of the Rose’s digital collections and projects.
• Provides technical development and project management support to Rose’s digital projects and initiatives.

D. Managerial Responsibilities

• Serves as the digital collections lead with programmatic responsibility for digital collections and direct supervision of librarians (1-2 FTE librarian and student employees).
• Works with direct reports to coordinate recruitment, hiring, orientation, training, supervision, and evaluation of staff and student employees. Coaches, mentors, and counsels both direct and indirect reports in order to develop staff in a positive and proactive manner ensuring individuals have opportunity to develop broad knowledge of library operations and services as well specialized skills. Works with LHR staff to develop specific training for staff based on need and participates in succession planning and management initiatives as appropriate.
• Responsible for developing and maintaining up-to-date librarian position responsibilities statements and library staff job descriptions for staff within department. Reviews requests for new
positions and reclassifications and submits to Director of the Rose Library for consideration. Works with HR staff to facilitate reclassifications.

- Conducts annual performance evaluations for direct reports and oversees annual process within the department/unit ensuring that annual evaluations are conducted in a timely manner and submitted on time in accordance with campus and library policy.
- Establishes and maintains communication with department/unit staff to facilitate the work of the library and ensure library staff is informed of library activities and initiatives.

E. Reference and Research Support

- Provides reference assistance in person and by phone to Emory students and faculty, visiting scholars, and the public as needed and assigned, including 4-6 hours of weekly reference desk shifts and a rotating 8 hour Saturday shift.
- Occasionally answers written reference questions relating to collections of which the incumbent has special knowledge.
- Oversees reading room security by monitoring use of materials in the reading room, as well as working with researchers to explain the rules of care and handling for manuscript material.
- Guides researchers through the completion of annual registration forms, manuscript use forms, and other paperwork.

F. Professional Responsibilities

- Serves 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.
- 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.
- Presents on work-related topics and research at professional and scholarly conferences, symposia, and workshops.
- Cultivates knowledge and experience relevant to digital archives, humanities research, digital asset management, and digital preservation for the purpose of providing expert support for the acquisition, management, and processing of born-digital collections through one or more of the following activities: participation in roundtables and working groups, participation in workshops and seminars either online or in person, participation in certification or graduate degree programs.
- 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 teaching experience and/or library experience).

• Demonstrated knowledge of current national archival and descriptive standards and best practices, including working knowledge of MARC format, EAD, DACS, and other archival descriptive standards.

• Experience accessioning, arranging, and describing born digital archival material.

• Knowledge of current approaches and best practices in digital forensics, digital preservation, and other digital archives functions.

• Familiarity with digital forensics tools and methods (such as the BitCurator environment, disk imaging, write blocking, etc.)

• 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.

• 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.

• Demonstrated ability acquiring and using new computing skills, such as learning new software applications, installing tools and applications on workstations, and exploring innovative tools and services

• Professional experience using digital forensic and data analysis tools in an archival setting.

• 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.

• Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.

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

• 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.

Preferred Qualifications

• Experience providing reference service, preferably in a special collection or archival setting including historical research methodology and experience with online and print research tools.

• Knowledge of or experience with using scripting languages to automate computational processes

• Familiarity with the use of bibliographic information systems (such as Alma).

• Experience working with donors to transfer born digital records into an archival or manuscript repository.

• Experience supervising staff or students, including hiring, coaching, and performance management.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://faculty-emory.icims.com/jobs/49903/job, Requisition/Job Posting # 49903
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 3/11/2020 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, minorities, people with disabilities and veterans.

**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/](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 7,836 undergraduates and 6,677 graduate and professional students.

Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory Libraries in Atlanta and Oxford, Georgia are comprised of 7 libraries, including the Robert W. Woodruff Library, which is home to the Stuart A. Rose Manuscript, Archives, & Rare Book Library; the Goizueta Business Library; and the Heilbrun Music and Media Library. Other libraries include the Atwood Science Commons, the Woodruff Health Sciences Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta. Other libraries at Emory include the Pitts Theology Library and the Hugh F. MacMillan Law Library.

Emory’s collections include more than 4.2 million volumes, 83,000-plus electronic journals, 704,535 electronic books, and internationally renowned special collections. The Rose Library is Emory’s principal repository for rare and special materials. Home to over 250,000 rare books and over 15,000 linear feet of manuscript material, Rose Library’s collections span more than 800 years of history—with particular depth in modern literature, African American history, and the history of Georgia and the South.
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).

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/.

Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

**Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

**Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.**