



## *Professional Position Posting*

### **Rare Book Librarian**

<b>Department:</b>	Stuart A. Rose Manuscript, Archives, & Rare Book Library
<b>Salary:</b>	Commensurate with qualifications and experience
<b>Position Availability:</b>	Immediately

#### **Position Summary**

Reporting to the Associate Director, the Rare Book Librarian has programmatic responsibility for the Rose Library's print collections, including describing, preserving and providing access to the Rose Libraries rare book and print materials. The librarian is responsible for original and copy cataloging of print material in all formats and works with Rose Library leadership and Woodruff Library staff to set cataloging priorities and to plan and develop policies, procedures, and practices that facilitate researcher access to Rose Library's print collections. In addition, the Rare Book Librarian consults with the curatorial team and advises on new rare book and printed material acquisitions for the collection and promotes the collection internally and externally. The Librarian oversees the physical collections and collection storage spaces for the print collection and contributes to or leads projects and initiatives that involve the Rose's print holdings such as collection moves or outsourcing projects. The Rare Book Librarian will work with the Emory Libraries Preservation and Digitization Department on prioritizing Rose collection material for conservation treatment. The Librarian may supervise staff, graduate students, or interns. Emory Libraries expects employees to support the mission of enhancing the quality of life through competency training, personal growth, and effective communication.

#### **Essential Responsibilities & Duties**

##### Cataloging and Collection Management

1. Serves as the primary cataloger for all monographs, newspapers, maps, serials, music and audiovisual material acquired by the Rose Library. Coordinates with Woodruff Library's Access and Resource Services Division on collaborative projects and serials cataloging.
2. Provides general oversight and management of the Rose's rare book and print collection, in coordination with the Associate Director and other Rose colleagues and works with others to develop and implement strategies for reducing the print backlog.
3. May manage staff or student employees who assist with functions related to rare book cataloging, processing, and collection management.
4. Reviews and assesses workflows relating to acquisition, cataloging, and storage of print materials as needed. Prepares print materials for transfer to offsite storage and assists in all planning and preparation for any moves of the print collection.
5. Coordinates with Woodruff Library's Digitization Services unit to prepare print materials for digitization, including updating existing catalog records, generating or editing original metadata, and participating in metadata clean up.

6. Contributes to the development and implementation of policies, procedures, and best practices for the cataloging and processing of Rose's rare books and print materials.
7. In collaboration with the Associate Director, the Rose curatorial team, and other Rose staff, establishes cataloging priorities and designs and implements project plans to address those priorities.
8. Coordinates with Rose staff and Woodruff Library's Preservation unit in identifying print material for conservation treatment or mass digitization.
9. Compiles and maintains statistics and contributes to annual and quarterly reports as appropriate.

#### Collection Promotion and Outreach

1. Responsible for instruction, outreach and development related to promoting the rare book collection and its use.
2. Participates in planning or staffing outreach and engagement events on behalf of the Library, including occasional evening or weekend events.
3. Consults with Rose curators on rare book and print acquisitions. Works with selectors in the Woodruff Library on the transfer of existing or newly acquired materials to the Rose.
4. Participates in instructional and outreach activities to promote knowledge and use of the rare book and print collections, including contributing to Rose publications and exhibitions (print and web), providing specialized orientations and instruction related to the print collections, providing training on the proper handling of rare books, and serving as the rare book expert on staff.

#### Reference and Public Services

1. Provides research and 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, including the possibility of occasional Saturday shifts.
2. Answers written reference questions relating to collections of which the incumbent has special knowledge.
3. 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.
4. Guides researchers through the completion of annual registration forms, manuscript use forms, and other paperwork.
5. Provides occasional oversight for service providers working in secure, non-public areas of the Rose.

#### Professional Responsibilities

1. 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.
2. 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.
3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
4. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
5. 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 relevant library experience.
- Minimum of three years of professional library experience, including demonstrated experience cataloging printed materials in a library setting.
- Subject expertise in rare books and evidence of skills and knowledge of librarianship.
- 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.
- 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.

## **Preferred Qualifications**

- Advanced degree (subject master's or doctoral) in a relevant discipline.
- Experience in supervising and managing students and staff including coaching, motivating, and mentoring.
- Experience providing and managing library services with evidence of progressively increasing scope of responsibility in a large academic or research institution library and evidence of successful record of leadership and ability to foster an organization-wide perspective that ensures effective stewardship of available resources.
- Evidence of competence in strategic planning and in introducing and managing change in complex environments along with budget planning and administration, human resources management, and facilities and space planning and management in complex organizations.

## **Application Procedures**

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/158998>.

Applications may be submitted as Word or PDF attachments and must include:

- 1) Current resume/vita detailing education and relevant experience;
- 2) Cover letter of application describing qualifications and experience; and
- 3) Please describe what makes a cohesive and effective team. What qualities or actions do you think contribute to team success, and how do they influence performance and productivity? Describe the role you would play in creating an inclusive work environment that allows all employees to contribute their best work toward achieving the university's mission. Please limit your response to no more than 3 paragraphs.
- 4) 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 March 7th will receive priority consideration.** Review of applications will continue until the position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer and encourages 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/>.

### **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 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University received \$1 billion in research funding in 2023.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 133,976 print titles, 201,134 volumes and over 2,200 collections measuring over 21,815 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, rare books and the University's archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), 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) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

**Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.**