

Digital Services and Access Librarian for Special Collections, University of Tennessee Libraries

Appointment Rank: Assistant Professor
Salary: \$48,000.00 minimum
Available: January 2011

General Description:

The University of Tennessee Libraries invites applications for Digital Services and Access Librarian for Special Collections. We are seeking a creative, outgoing professional with the potential for publication and leadership. This position is in the Special Collections department, a service-oriented team that provides access to rare and unique primary materials in support of the research community. Special Collections includes 7,000 linear feet of manuscripts, 60,000 rare books and the University Archives with particular strengths in Tennesseana, Southeastern Native American tribes, the Civil War, and the Smoky Mountains.

(<http://www.lib.utk.edu/special/>) This position works closely with the Head of Special Collections and the University Archivist to acquire, process, organize, digitize and provide access to the collection.

The Digital Services and Access Librarian assists with identifying and developing innovative means for providing discovery, access, and description of manuscript and rare book materials in Special Collections, with an emphasis on digital resources. S/He has responsibility for oversight of processing and preservation of rare books, ephemera, prints, maps, and manuscript collections, including the creation of EAD-encoded finding aids. This position works closely with faculty and staff in Special Collections, Digital Library Initiatives, Systems, Cataloging and Research Services to explore new models of access, improve digital platforms, manage complex workflows, develop policy, implement digitization projects, and advise on cataloging and metadata issues.

The Digital Services and Access Librarian promotes the use of Special Collections materials through development of online research tools, creation of virtual exhibits, coordination of remote reference services, and engagement with Humanities faculty. He/she coordinates Rights and Reproductions services for Special Collections with an awareness of copyright issues and Scholarly Communication trends. He/she works with the Department Head and Assessment Librarian to monitor and assess use statistics of department's digital resources. Library faculty must meet University requirements for promotion and tenure, which includes research and service components.

The UT Knoxville campus seeks candidates who have the ability to contribute in meaningful ways to the diversity and intercultural goals of the University.

Required Qualifications:

Master's degree from an ALA accredited program. Knowledge of current issues and trends in archival practices. Demonstrated knowledge of the principles, practices, and techniques of manuscript processing and archival descriptive standards such as Encoded Archival Description (EAD). Working knowledge of one or more metadata standards such as MODS, METS, and XML/XSL. Evidence of strong technical and computer skills. Excellent organizational, interpersonal and communication skills. Ability to thrive in a highly collaborative environment. Commitment to providing quality service and broad access to collections.

Preferred Qualifications:

Experience in archives or special collections. Knowledge of DACS, Dublin Core, LCSH, MARC21, AACR2, DCRM, and Archivist's Toolkit. Familiarity with preservation practices. Experience working with born digital or electronic records. Project management experience and demonstrated leadership skills. Experience providing reference assistance. Knowledge of current issues in Scholarly Communication.

Environment:

The University of Tennessee is the state's flagship institution of higher education, offering comprehensive programs of undergraduate, graduate, and professional education; research; and public service throughout the state.

The University of Tennessee Libraries, with an annual budget of more than \$16 million, employs over three hundred persons, including 40 librarians. UT Libraries is a member of the Association of Research Libraries, SOLINET, and the Center for Research Libraries.

Benefits:

Excellent benefits include 24 annual leave days; choice of state retirement plan or ORP (AIG Retirement, ING, TIAA-CREF) with nonrefundable contributions paid for the employee by the University; optional group health and life insurance plans. Tuition remission is available for all university employees and partial undergraduate tuition remission is available to dependent children and spouses of UT employees. Faculty rank and status; twelve-month, tenure-track appointment.

Application Procedures:

A background check and official transcripts are required prior to hiring. Send cover letter addressing the above qualifications, a current resume, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Elizabeth Greene, Library Personnel & Procurement, 1015 Volunteer Blvd., Knoxville, TN 37996-1000. Application materials may be sent via email attachment to ejgreene@utk.edu. Review of applications will begin October 12, 2011 and will continue until the position is filled. Qualified spring, summer, and fall semester 2011 graduates are encouraged to apply.

Link: http://www.lib.utk.edu/employ/faculty/speccoll_accesslibrn.html

All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.