Position Title: Reference Librarian in Special Collections (part-time)
Department: John Hope and Aurelia E. Franklin Library
Reports to: Special Collections Librarian
FSLA Designation: Exempt
Bargaining Unit Position: No
Date Written: June 2014

POSITION SUMMARY
The Reference Librarian in Special Collections applies standard archival principles and practices to arrange, describe, and provide access to materials. The librarian helps to organize, maintain, and promote use of all materials, and supports users and visiting scholars in accessing collections. The librarian will page and re-shelve books and archives, and provide duplication services through photocopying and scanning documents and images. Overall, the librarian supports the mission of the Franklin Library and that of its Special Collections.

Work hours are Monday through Friday 8:00 A.M.–12:00 noon, or 1:00 P.M.–5:00 P.M. Some Saturday work required.

ESSENTIAL FUNCTIONS
- Assist in evaluating, sorting, arranging, and describing materials in designated collections according to current archival principles
- Maintain a written record describing the collection
- Physically house and organize the completed collection
• Serve as a support person for answering archival and special collections’ reference requests
• Assist walk-in patrons
• Photocopy materials
• Monitor reading room activities
• Shift, shelve, and manage physical collections
• Participate in digitization projects to expand access to collections
• Perform other duties as assigned

SECONDARY FUNCTIONS
• Assist in collection-specific activities and functions (e.g. presentations, lectures, workshops, and similar activities)
• Support the library’s outreach efforts

ORGANIZATIONAL RESPONSIBILITY
No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES
• Firm knowledge of African American history and culture
• Firm knowledge of current practices in library and information science
• Awareness of current preservation practices and archival retrieval information programs
• Ability to communicate effectively
• Attention to detail
• Ability to work independently and efficiently
• Ability to work well with staff, the Fisk community, and the public
• Highly proficiency in use of Word, Excel, PowerPoint
• Firm knowledge of library operations
- Ability to use initiative in the work setting
- Ability to use library technology, including scanners, databases, etc.

QUALIFICATIONS

Education: Master's degree in library and information science, preferred.
Experience: Minimum of 1 year experience working in special collections and/or archives.
License or Certification: N/A
Additional Requirement: A background and credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.