Job Description

Position Title: Reference Librarian in Special Collections (part-time)
Department: John Hope and Aurelia E. Franklin Library
Reports To: Special Collections Librarian
FLSA Designation: Non-Exempt, Salaried
Bargaining Unit Position: No
Date Written/Revised: January 2016/February 2016

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 processing remote and in-person reference requests.
- 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.
- 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. information literacy, presentations, lectures, workshops, and similar activities).
- Support the library’s outreach efforts.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Firm knowledge of African American history and culture.
- Firm knowledge of current practices in library and information science.
- Knowledge of current preservation practices (including archival accessioning, arrangement and description), and archival retrieval information program.
- 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.

ORGANIZATIONAL RESPONSIBILITY:

No direct reports.

QUALIFICATIONS:

Education: Master’s degree in Library and Information Science from an accredited college/university required.

Experience: Minimum of 1 year experience working in Special Collections and/or Archives.

Licenses or Certificates: None required.

Additional Requirements: A background and/or 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.