JOB DESCRIPTION

POSITION TITLE: Collections Librarian and Archivist

DEPARTMENT: Library

BARGAINING UNIT: CUFA

STATUS: Limited Term Appointment

GENERAL DESCRIPTION

The Collections Librarian and Archivist is a member of the Library's professional team, reporting to the Associate University Librarian, Collection Services. The Collections Librarian and Archivist participates primarily in the development and management of collections and the description of archival materials, and contributes to other aspects of Collection Services.

The Collections Librarian and Archivist contributes substantively to a variety of Library and University strategic initiatives and projects, through committees, working groups, and project teams.

RESPONSIBILITIES

1. With the Associate University Librarian, Collection Services, the Special Collections Archivist and other Collection Services librarians, participates in multiple aspects of the delivery of the Division’s services to users and other units of the Library.

2. Contributes to the accessioning, processing, arrangement, and description of archival materials. Specific priority will be on processing the Alfie Roberts and Patricia Cambridge Collection.

3. Assists with collection development by purchase or donation.
   a. In consultation with the Special Collections Archivist, assists with the evaluation of the appropriateness of potential donations for inclusion in Special Collections and, as assigned, subsequent steps in the acquisitions process.
   b. Under the direction of the Associate University Librarian, Collection Services, evaluates or coordinates the evaluation of potential gift-in-kind offers for the general collection; communicates with donors, follows through with accepted donations.
   c. In collaboration with the Head, Acquisitions & Serials, researches potential sources of acquisitions for media purchase requests.

4. Contributes to the delivery of the services offered in Special Collections to members of the Concordia University community and external researchers, such as by providing efficient and effective research assistance.
5. Participates in preservation initiatives for Special Collections materials.

6. Participates in collection management projects.

7. Undertakes or contributes to special assignments and projects, as assigned.

8. Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.

9. Performs other duties as assigned.

QUALIFICATIONS

Professional Expertise

A graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Québec, preferably with a specialization in archival studies.

Minimum of one (1) year relevant professional experience, such as in an archives or equivalent.

Sound knowledge of, and experience with, RAD (Rules for Archival Description).

Understanding of practices in collection development and management in libraries and archives. Experience in collection development is an asset.

Knowledge of best practices in preservation.

Familiarity with archival digital content systems (such as AtoM, ArchivesSpace, ContentDM, Documentum, TMS (The Museum System)), experience with AtoM is an asset.

Familiarity with the cataloguing or acquisitions modules of a library services platform, preferably OCLC WorldShare Management Services, is an asset.

General Competencies

Ability to plan and organize effectively and ability to handle multiple priorities and tasks as well as projects.

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.

Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

Excellent communication skills. Strong analytical and creative problem-solving skills.
Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

Oral and written fluency in English is essential. A professional level of oral French and basic written French are required.

Approved: Pat Riva

Date: September 2020