

2019-2022 Pauline A. Young Resident Three-Year Professional Development Plan

Reporting to the Coordinator, Manuscript and Archival Processing, the Manuscripts and Archives Residency is designed to provide a variety of assignments that will enable the resident to become proficient in a range of Special Collections competencies.¹

Throughout the three years, the Resident will have the opportunity and funding to participate in professional organizations related to special collections and archives, including RBMS, SAA, and MARAC. In addition, the resident may participate in professional opportunities coordinated by the ACRL Diversity Alliance, ACRL Residency Interest Group or comparable groups. The resident will be encouraged to apply to the Minnesota Institute for Early Career Librarians from Underrepresented Group in the summer of 2020.

Many professional development opportunities exist on campus and with the Library, Museums and Press as well. A peer-managed mentoring program, along with a variety of staff committees and technical task force opportunities within the Library allow residents to engage in learning beyond the immediate work responsibilities. In addition, the University's annual goals-based performance planning and appraisal process supports continuous feedback and learning.

Year One (Competencies: Description and Access; Preservation and Conservation)

Reporting to the Coordinator, Manuscript and Archival Processing, the Resident will be involved in all aspects of manuscript and archival processing, including:

- Processing (arranging, describing, and preserving) of manuscripts and archival records in a variety of formats, including born-digital, for broad and diverse audiences.
- Preparation of finding aids using ArchivesSpace in accordance with current national standards and local best practices, including Describing Archives: A Content Standard (DACS) and Resource Description and Access (RDA).
- Leadership of the processing of two important African American literary collections: the papers of the author Ishmael Reed (of which only a small portion has been processed) and the papers of attorney Beverly Axelrod. Axelrod is best known for her work representing the Black Panthers and labor organizations in the 1960s and 1970s.

Year Two (Competencies: Instruction; Promotion and Outreach; Reference)

While continuing work in manuscript and archival processing, the Resident will become involved in Special Collections public services, including reference, instruction, outreach, and exhibitions. Responsibilities will include:

- Serving a regular rotation on the Special Collections desk and participating in in-person and online reference.
- Participation in instruction, teaching independently as well as collaboratively with colleagues throughout the Library, Museums and Press.
- Participation in Special Collections and Museums public outreach activities, such as informal gallery talks and workshops.
- Co-curation of a gallery exhibition to be installed during the third year.
- Collaboration with colleagues in Special Collections on working with donors.
- Participation in collections development by attending one antiquarian book fair, recommending purchases, and working with Special Collections librarians who have collection development responsibilities.

Year Three

In addition to collaborating on the installation and programming for the exhibition co-curated in Year two, the Resident will continue to work in all the above areas with the goal of achieving the Competency level of "Skilled" as defined in ACRL Guidelines: Competencies for Special Collections Professionals by the end of the Residency.

ⁱ See ACRL Guidelines: Competencies for Special Collections Professionals:
<http://www.ala.org/acrl/standards/comp4specollect>