



Position: #103938 Political Papers Archivist, Manuscripts and Archives Department

Deadline: September 30, 2016

Pay Grade: 30E

Description: Reporting to the Head of the Manuscripts and Archives Department, this position will manage special processing projects for large congressional collections and collections related to Delaware politics and public policy. The position will work independently to accession, appraise, arrange, and describe collections with text, media, and electronic records. The content of contemporary congressional collections is increasingly born-digital, including web archives. The position will apply uniform arrangement and description standards for congressional collections, and contribute collection descriptions to ArchivesSpace using established archival standards. Working with the Head of the Manuscripts and Archives Department, the successful applicant will cultivate new acquisitions related to Delaware politics and public policy. The successful applicant will also provide reference assistance, information about the collections, and instructional outreach. The successful applicant will expand access to holdings through Lib-guides, online exhibits, social media, and other digital initiatives. The successful candidate will also represent the University of Delaware Library in relevant professional associations such as the Congressional Papers Roundtable of the Society of American Archivists and the Association of Centers for the Study of Congress.

Qualifications: ALA accredited Master's degree in library/information science with concentration in archival administration. Three to eight years professional experience in archives management in an academic research library or comparable work experience with congressional records. Experience with textual and electronic records management. Experience with efficient processing procedures for large collections such as those outlined in Greene and Meisner's "More Product, Less Process." Excellent oral and written communication skills for departmental team work, donor relations, description, and promotion of the collection. Strong organizational skills, project management skills, productivity standards, and the ability to work independently. Ability to perform physical activities associated with archival environments. Familiarity with content standards (e.g., DACS, RAD), encoding standards (e.g., EAD), authority control, and other data content and structure standards relevant to archival control. Working knowledge of standards related to electronic records, digital imaging, digital objects, and metadata as well as knowledge of a variety of digital content formats and standards. **PREFERRED:** Knowledge of twentieth-century American history and politics and historical research methods. Supervisory experience. Knowledge and awareness of current trends in digitization of primary source material for preservation and access.

General Information: The University of Delaware Library makes accessible a broad range of electronic resources, including over 42,000 electronic and print journals, over 320 databases, and over 26,000 videos. Library collections which are broadly based and comprehensive include over 2.8 million volumes. The Library has 275 public access workstations, 200 laptop connections, and wireless access. The Library is a Member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, OCLC Research Partnership, SPARC, the National Digital Stewardship Alliance, and PACSCL (Philadelphia Consortium

of Special Collections Libraries). The Library is an Affiliate member of the National Network of Libraries of Medicine (NN/LM) that promotes health information, education and/or access in the Mid-Atlantic Region which includes Delaware, New Jersey, New York, and Pennsylvania. More information about the Library is available at <http://www.udel.edu/library>.

Holdings of Special Collections at the University of Delaware Library include books, manuscripts, maps, prints, photographs, broadsides, periodicals, pamphlets, ephemera, and realia from the fifteenth to the twenty-first century. Printed collections number more than 200,000 titles and manuscript collections span more than 5,000 linear feet. The collections complement the University's teaching programs and the Library's general collections with particular strengths in the subject areas of the Arts; English, Irish, and American literature; history and Delawareana; horticulture; and the history of science and technology. Special Collections has an active exhibition program, is engaged in several ongoing Web-related activities, including online finding aids to manuscript and archival collections, online exhibitions, and digitization of selected collections. Additional information about the Special Collections is available online at: <http://www.lib.udel.edu/ud/spec/>.

Appointment: Expect to hire at level of Assistant or Senior Assistant Librarian.

Benefits: Vacation of 22 working days. Liberal sick leave. Generous flexible benefits program. TIAA-CREF retirement with 11% of salary contributed by the University. Tuition remission for dependents and course fee waiver for employee.

To Apply: Include cover letter and resume, along with the names and contact information of three employment references, in a single document, following University of Delaware application instructions at <http://www.udel.edu/udjobs/>.

Equal Employment Opportunity

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>