Annual Salary: $60,000-$70,000. Commensurate with experience and determination of rank

APPLY HERE: <https://lsu.wd1.myworkdayjobs.com/en-US/LSU/details/Special-Collections--Head-of-Public-and-Research-Services--Assistant-or-Associate-Librarian-_R00073827>

This position will be hired at either the Assistant or Associate Librarian rank, based on candidate qualifications.

LSU Libraries seek an experienced, collaborative, and enthusiastic individual to lead and manage the public and research services in LSU Libraries Special Collections. Reporting to the Associate Dean for Special Collections, they will manage and coordinate all aspects of Special Collections research support services in a dynamic repository that includes extensive manuscripts and book holdings relating to the Louisiana and Lower Mississippi Valley, rare books, University Archives, and political papers collections. They will monitor trends and set the strategic direction for in-person and online public services operations, ensuring equitable and inclusive access to Special Collections materials. They will develop policies and procedures based on current best practices and explore innovative methods for assessing collection use via metrics and patron feedback. They will demonstrate a commitment to equity, diversity, and inclusion initiatives and foster a welcoming, positive environment for the community of scholars utilizing Special Collections.

**Responsibilities Include:**

* **50%** Defines cohesive strategies for managing remote and in-person reference activities, including (but not limited to) training, policies, and procedures for the Reading Room, fulfilling duplication requests, as well as collections retrieval and reshelving; Oversees Special Collections use of Aeon (researcher and collections management system) and serves as the liaison to Atlas Systems regarding technical issues and statistics; Oversees and coordinates reference service in person and remotely including occasional Saturday shift. Works closely with head of Research and Instruction Services in LSU Library (main library) on general policies and overall direction for research services in the LSU Libraries; Oversees the Special Collections use of the SpringShare suite of products, including LibAnswers, LibCal, and LibGuides; Directly supervises the public services unit in Special Collections, handling administrative work related to three full-time employees and student employees.
* **20%** Coordinates Special Collections outreach efforts both on campus and beyond; Contributes to the Libraries website and social media to promote Special Collections services and collections to the research community; Consults with LSU faculty on their own research needs and research based on Special Collections holdings; Works with LSU teaching faculty to integrate Special Collections holdings and services into their course design.
* **15%** Oversees the rights and permissions for publication and reuse of items in collections; Develops institutional strategy for tracking and reporting archival use and impact metrics, and coordinates assessment efforts; Works with Special Collections management team to align collection use trends with processing strategies and develop effective archival discovery mechanisms; Works with Special Collections leadership team and others to develop strategies for providing access to the digital content; Represents Special Collections on relevant libraries committees, task forces, etc.;
* **15%** Engages in research, scholarly publication, and professional service activities. Participates in local, regional, or national professional organizations; enriches professional expertise by attending conferences and continuing education opportunities, with the potential to achieve the requirements for tenure and promotion in the areas of librarianship, research and service.

**Minimum Qualifications:**

Master's degree from an ALA-accredited library program or related degree and experience.

Minimum of 3 years professional experience working in a special collections or academic library setting.

Experience in the following areas: providing special collections research services; training and supervising staff, interns, and student assistants; outreach and curriculum building with archival materials.

**Preferred Qualifications:**

Subject knowledge in one or more of the Special Collections Library's primary collecting areas; experience drafting and implementing policies and procedures; experience using and managing Aeon software and the SpringShare suite of software; public services experience.