

University Library Associate (ULA) - Special Collections & Preservation (2014)

Service Setting: Special Collections Library

The [Special Collections Library](#) holds internationally renowned collections of books, serials, manuscripts, posters, playbills, photographs, and original artwork. It is home to some of the most historically significant treasures at the University of Michigan and includes in its holdings some 275,000 published volumes, approximately 6,500 linear feet of archival material, about 450 incunabula (books printed before 1501), and nearly 1,400 early manuscripts on vellum and paper.

Located on the eighth floor of the Harlan Hatcher Graduate Library, the Special Collections Library is open to the public -- to students, faculty, visiting researchers, and members of the community. Our collections do not circulate; material is retrieved upon request for use in our reading room. Photocopying and digital reproduction services are available and the use of personal cameras is allowed, according to the physical condition of the item and relevant copyright laws. Library staff and subject specialists are available for research consultation, group presentations, and course-related instruction.

Service Setting: Department of Preservation & Conservation

The [Department of Preservation & Conservation](#) coordinates services for the care and maintenance of the University Library's collections: to prevent damage, to extend useable life, or to repair damage. Operations include first-time hard-cover binding of serials and paperbacks, rebinding, deacidification, and repair of materials in the general collections as well as comprehensive conservation treatment of rare and special collections materials. The Department of Preservation & Conservation coordinates preservation activities for the Library's digital collections.

Preservation & Conservation staff routinely prepare and send selected materials out to contract vendors for binding or deacidification. Highly skilled specialists care for other materials in a well-equipped conservation laboratory located in the Buhr Building. Staff also act as technical advisors to the Library on such issues as storage and storage environments for collections, display, and disaster recovery.

Position Description

This University Library Associate (ULA) position is designed to provide the ULA with a broad range of experience in the acquisition, management, care, and use of special collections material in all formats in a large research library. Working directly with curators, conservators, and other Library staff, the ULA will participate in a series of work assignments in the following areas:

- accessioning and processing archival collections;
- providing services in support of the use of special collections material;
- building, managing, interpreting, and promoting special collections;
- performing basic preservation activities for collection material in all formats; and
- assessing preservation needs and planning preventative and remedial activities.

The ULA is expected to assist in developing and executing special projects in Special Collections, Preservation & Conservation, and, when appropriate, other Library units. Additionally, the ULA will complete a supervised, immersive project around specific areas of professional and local need (e.g. e-research or collections or engaged learning) in the second year of the appointment.

Appointment Details

This half-time appointment requires a commitment averaging 20 hours/week. Reporting directly to the Director, Special Collections Library and the Head, Preservation & Conservation Department, the ULA will work in both units according to a schedule that best meets the needs of Special Collections and Preservation & Conservation.

Participation in Department and Library Activities

The ULA is expected to attend regular staff meetings and ULA cohort meetings, and is encouraged to participate, when possible, in Library activities and programs that pertain to special collections and/or preservation.

Background/Qualifications (Required)

- Strong, demonstrated interest and/or experience in special collections librarianship.
- Excellent communication, organizational, and interpersonal skills
- Ability to take initiative and work independently; to work in a fast-paced, diverse, and highly collaborative team environment; and to manage multiple responsibilities including professional workload and academic coursework
- Ability and commitment to maintaining both a strong academic record at UMSI and a strong performance as a University Library employee.

Note: Direct experience with archives and/or preservation is preferred.