

## **SPECIAL COLLECTIONS LIBRARIAN/ARCHIVIST**

### **DEFINITION**

Under direction, performs a full range of professional Special Collections librarian/archivist duties required to collect, organize, process, preserve, digitize and facilitate access to materials and records donated by justices and their families, court-related organizations, and interested individuals; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a specialized class at the advanced journey-level in the professional law librarian series. Incumbents are responsible for establishing and directing Special Collections & Archives programs within organizational and policy confines. In addition to the full range of Special Collections librarian/archivist duties, incumbents may also function with full supervisory authority over assigned staff. This class is distinguished from the Judicial Center Law Librarian class in that the latter is the highest level class in the professional law librarian series with responsibility for ensuring the accomplishment of the library's overall goals and objectives.

### **EXAMPLES OF ESSENTIAL DUTIES** (*illustrative only*)

- Develops, implements, administers, and monitors all operational procedures, policies and programs associated with Special Collections & Archives.
- Accessions, acquires, arranges and indexes unpublished archival and manuscript collection materials; ensures access to those by creating databases, guides and aids.
- Plans, organizes, and performs the full range of work involved in establishing, operating and maintaining a modern special collections and archives system; where appropriate, assigns, supervises, reviews and evaluates the work of assigned staff.
- Researches and responds to reference requests related to exhibits and Special Collections & Archives holdings from justices, attorneys, other staff members and approved external researchers; compiles and delivers research results and work products related to complex Special Collections & Archives reference requests.
- Develops educational exhibits and other educational and outreach materials to increase awareness of the cultural and legal history of California and the California courts.
- Performs legal and non-legal research in support of exhibit development and the production of educational and outreach materials.
- Identifies, acquires, edits and reproduces appropriate objects, documents and images for use in educational exhibits and outreach publications; evaluates the copyright status of images selected for use.
- Conducts tours of Special Collections & Archives.

- Actively participates in the evaluation, procurement, operation and maintenance of equipment and software used to scan, photograph, edit, print, digitize, and manage Special Collections & Archives collection and exhibit materials.
- Trains part-time and temporary Special Collections & Archives staff members and interns in the use of Special Collections & Archives equipment, software and procedures.
- Maintains and operates equipment designed to control and monitor Special Collections & Archives records' temperature and humidity levels and the electronic security system.
- Monitors developments in the archival field; attends and reports on professional educational programs on topics related to archival standards, preservation, digitization, website development, copyright law, exhibit and public outreach programs and security of archival collections.
- May assist other librarians with Research & Reference Desk, as needed.
- Prepares newsletter or other materials for distribution to justices and attorneys.
- Represents the library and court in professional committees and organizations.

#### **WORKING CONDITIONS**

- May be required to attend meetings outside normal working hours.
- May be required to work evening and weekend hours occasionally.
- May be required to travel statewide as necessary.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Basic supervisory principles and practices.
- Principles, practices, procedures, and trends of archival theory, preservation, storage needs and standards.
- Principles, practices, procedures, and trends of professional law library work.
- The operation of personal computers and use of specified computer applications needed for legal reference and research.
- Operation and management of archival collection management systems such as ArchivesSpace, copiers, printers, dehumidifiers and other specialized scanning and digital photography equipment and software.
- Basic HTML coding and Encoded Archival Description (EAD).
- Principles and techniques for preparing a variety of effective written materials.

##### **Ability to:**

- Plan, organize, and direct the work involved in operating and maintaining a special collections and archives system in a law library; supervise and review the work of staff.
- Instruct, train, and assist justices, attorneys, externs, and other staff members in special collections usage.

- Maintain an awareness of current developments, trends, and emerging technologies in archives and special collections.
- Stay abreast of privacy, confidentiality, copyright, and related policies associated with use of archives and special collections materials.
- Successfully train and direct the work of archival processing assistants.
- Perform difficult legal reference and special collections research.
- Knowledgeably and effectively represent the library on a variety of issues related to special collections and archives.
- Transport books and boxes of books weighing up to approximately 40 pounds.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods.
- Establish and maintain effective working relationships.
- Communicate effectively in English, orally and in writing.
- Operate personal computers and use specified computer applications for legal reference and research.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to possession of a master's degree in history, museum studies, archival studies from an accredited institution or library science from an American Library Association (ALA)-accredited institution, and three years of professional archives or special collections experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

One year as an Assistant Law Librarian II with the judicial branch, working in Special Collections & Archives.