

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Collections Librarian (Archives and Special Collections)

Department: OBU Library (Mabee Learning Center)

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Core Commitments

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*

Overview

Are you looking for a career with a purpose? Do you want an exciting challenge to contribute to a life transforming experience for students? Oklahoma Baptist University exists to transform lives and you can play a part. At OBU, students learn how all knowledge connects and how that framework can be informed by a thoughtful Christian worldview.

The Collections Librarian is responsible for managing their assigned collection areas. Responsibilities include overseeing the cataloging, purchasing, upkeep and promotion of the assigned collections in conjunction with the OBU community's needs and recommendations; and assist as a team member to promote, develop and deliver library instruction, reference services, and online resource support.

Job Role and Responsibilities

- Manage, preserve, and creatively promote the OBU Archives, J.M. and Helen Gaskin Baptist Historical Library and Archives, and other special collections
- Maintain positive communication with faculty, students and the Oklahoma Baptist Historical Commission to gain insight and make recommendations for collection development and digitization projects
- Ensure that library materials are processed in a timely manner and in accordance with library cataloging standards
- Ensure library materials are cataloged and arranged appropriately and effectively for staff and patron discovery
- Research and evaluate new and emerging library technologies and trends

- Provide instructional and reference service (including some weekend and evening hours)
- Hire, mentor, and train student workers, exhibiting the traits of servant leadership
- Provide services and assistance as needed to support the mission of the library and the university
- Serve on university committees as assigned
- Participate in and support university life

Knowledge, Skills and Abilities

- Possess excellent interpersonal, organizational, written, and oral communication skills
- Ability to work effectively and collaboratively with colleagues, students, faculty, staff, and OBU's broader community
- Possess an enthusiasm for learning and applying new technologies in the academic environment
- Ability to drive awareness of library archives that advances utilization
- Ability to collect, catalog, and appropriately organize library assets for ease of utilization and discovery
- Demonstrated leadership of students so as to mobilize, manage, and empower teams of students
- Demonstrated active participation in the work community
- Proficient with hardware and software tools in library management, including Microsoft Office, archival scanners, Library Management Systems (primarily WorldShare Management Services), Digital Repository (primarily ResCarta), and classroom technologies

Education

- **Required:** Bachelor's degree in a related field AND Currently working toward an ALA accredited master's degree in Library and Information Science
- **Preferred:** Master's Degree in Library/Information Science from an ALA accredited library school/university and a CA, DAS, A&D, or other generally recognized archivist certification

Experience

- **Required:** 1-2 years of experience working in a library or related field (museum, archive etc.)
- **Preferred:** 1-2 years library archives and/or collection development experience with budget oversight