



<b>Job Title</b>	CUNY-HSI Special Collections Librarian
<b>PVN ID</b>	BK-2112-004459
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 31, 2022 (Or Until Filled)

## General Description

---

**Location:** Brooklyn College, CUNY

**Regular/Temporary:** Regular

### POSITION DETAILS:

The CUNY Haitian Studies Institute (HSI), housed in Brooklyn College's School of Humanities and Social Sciences, seeks a Special Collections, Librarian, with primary responsibility for acquiring, cataloging and managing special collections. The HSI Special Collections Librarian will work closely with the Special Collections Librarian of Brooklyn College for rare books and with the HSI Archivist. The HSI Special Collections Librarian will engage with and advance the manuscripts collections lifecycle from acquisition, processing, and description through outreach, access, use, and digital presence. The HSI Special Collections Librarian will encourage and foster the research use of manuscript collections by scholarly communities. Proactive collaboration, robust engagement with colleagues and stakeholders, and flexible, positive problem-solving are essential qualities of the successful candidate. S/he will report to the Associate Director.

**Preferred Qualifications:** Experience with born-digital special collections. Additional advanced degree in a relevant discipline. Salary is commensurate with experience and education.

Brooklyn College serves students from over 150 countries who speak over 100 languages and dialects and thus constitutes a vibrant microcosm of the rich diversity and energy that characterizes the borough of Brooklyn and the greater New York City area itself. Its mission features "a special commitment to educate immigrant and first-generation college students from the diverse communities that make up our city and state." The college ethos is invested in the educational and eventual career success of all of its students. We are

committed to fostering a spirit of camaraderie and shared ideals across the entire spectrum of our varied constituency. By accessing a first-class and affordable college education in an inclusive and nurturing intellectual milieu, our students acquire the skills, confidence, and global mindedness that allow them to thrive in a rapidly changing, unpredictable marketplace of ideas that is increasingly mindless of borders and spans the gamut of cultures and vernaculars.

## Other Duties

---

### **Responsibilities for the CUNY-HSI Special Collections Librarian**

- Develop, curate, and make accessible collections. This includes managing, prioritizing, processing, arranging, and describing manuscript collections, as well as creating documentation about the content of and procedures relating to manuscript collections.
- Develop and maintain the libraries' web presence for manuscripts collections, making collections more accessible in print and digital environments.
- Curricular integration of manuscripts collections into teaching, learning, and research, as well as outreach to and engagement with external research and stakeholder communities.
- Public services duties as part of special collections and general public services, including responding to in-depth queries about manuscript collections.
- Participation in the creation, management, and use of digital collections drawing on manuscript collections.
- Participate in the planning and curation of exhibits drawing on manuscripts collections.
- Engage in regular professional development through research, publications, presentations, and participation in state, regional, and national associations as part of a continuing commitment to bring best practices and innovative services to the HSI Special Collections, as well as to gain and share knowledge of trends in special collections, academic libraries, and higher education.

## Qualifications

---

### **Qualifications for the CUNY-HSI Special Collections Librarian**

- Detailed knowledge, specific to the disciplines of Library and Information Science and Archival Science.
- Master's degree in Library and Information Science (M.L.S./M.L.I.S.) from an ALA-accredited library school or equivalent accredited degree, with formal training in archival theory and practice.
- At least one year of relevant professional experience and accomplishments with special collections, including digitized special collections.
- Positive attitude, flexibility, and enthusiasm for a changing environment.
- Ability to work effectively both independently and collaboratively within a team, including with special collections colleagues, subject librarians, and other library staff.
- Knowledge of intellectual property, rights management, and scholarly communication issues with regard to manuscripts collections.
- Creativity, problem-solving skills, and the ability to successfully balance a diverse workload.

- Highly developed written, oral, and interpersonal communication skills.
- Speaks and writes Kreyòl, French, and English