



Position Description
Visual Materials Archivist

Employee Name:	Department Name: South Caroliniana Library
Reports To: Head of Processing	Position Location: South Caroliniana Library 910 Sumter St. Columbia, SC 29208
Position Schedule: Full Time	Approved by: Dean Banush Date: FLSA Status: Exempt Essential Personnel: No

Position Summary:

Reporting to the Head of Processing, the Visual Materials Archivist will process visual materials and other archival collections; write, publish, and revise descriptive information for archival collections using ArchivesSpace, Alma/Primo, and other library software; supervise the Hollingsworth Visual Materials Student Assistant(s); complete in-house preservation and conservation of archival materials; and complete other duties as assigned. This is a professional-track faculty position, and will not be eligible for tenure.

Required Education and Experience:

- A Master's Degree in Library/Information Science from an ALA-accredited institution; a combination of another appropriate graduate degree, training, and experience will be given equal consideration.
- At least three years of experience processing archival and/or unique historic collections.

Required Knowledge, Skills, and Abilities/Competencies:

- Strong knowledge of information organization standards and practices, including current cataloging and archival processing standards.
- Ability to plan and organize work activities to prioritize task completion according to schedules and goals.
- Effective and clear communication skills.

Preferred Qualifications:

- Experience arranging, describing, and preserving a variety of visual materials formats.
- Experience supervising student employees and/or interns.

Functions:

An incumbent assigned this position will perform some or all the following approximately 95 percent of their time. As a professional-track faculty member, the Librarian is encouraged but in no way required to pursue professional service scholarly activity as described in University Libraries tenure criteria.

FUNCTIONS OF THE JOB:	Typical % Allocation
Function: Archival Collections Processing Following professional standards and library procedures, process visual materials collections encompassing a variety of formats including photographs, negatives, slides, artwork, design drawings, etc.; Process archival collections of manuscripts, organizational records, and published materials on an as-needed basis; Research collection formats and materials to determine the best permanent housings for preservation; Identify and assess needed preservation and conservation measures in archival collections; Apply appropriate techniques per professional standards and library procedures; Recommend items for professional conservation	35%
Function: Collections Finding Aids and Description Create finding aids of collection contents and containers, using ArchivesSpace. Create item records for collections in Alma/Primo. Update and revise ArchivesSpace and Alma/Primo records to ensure information stays current.	30%
Function: Supervise Student Assistant Supervise the Hollingsworth Visual Materials Student Assistant(s); plan and assign projects for the student assistant; review student assistant's work at appropriate intervals and recommend any needed corrections or adjustments; review and approve timesheets	20%
Function: Consultation and Collaboration Consult with the Digital Collections department on collections for digitization and digital exhibits; Consult and collaborate with the South Caroliniana Library Instruction and Outreach Librarian on the use of visual materials collections in	10%

exhibits and programming; Provide guidance and assistance to other USC Special Collections libraries and colleagues on visual material projects.	
Function: Other Duties Performs other duties as requested or required, whether specifically mentioned in this job description.	5%
Total Essential Percentage Allocation for All Essential Functions	100%

Universal Performance Standards:

Completes all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

Apprises supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

Exercises sound judgment and discretion always and maintains cooperative working relationships with both internal and external constituencies and co-workers.

Exhibits a willingness to perform other duties as requested or required efficiently and timely.

Complies with all policies and procedures as stipulated in the University of South Carolina Policies and Procedures.

Performs work according to the University's Core Values of Humanity, Openness, Integrity, Courage, Creativity, Excellence, and Empowerment.

SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.

_____ Employee	_____ Date
_____ Supervisor	_____ Date

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.