

Director of Special Collections
University of Oklahoma Libraries

The OU Libraries seeks a dynamic, innovative, collaborative and highly motivated individual to provide leadership and strategic vision for its Special Collections, comprised of manuscripts, rare books, maps, photographs, art, artifacts, and audio, video, and digital collections and spanning areas as diverse as the history of science, the development of the trans-Mississippi West, and Chinese literature in translation. The successful candidate will be knowledgeable and enthusiastic about the changing nature of today's research libraries and the implications for special collections. The position reports to the Dean of Libraries, works closely with the Libraries' Chief Technology Officer on special collections digital initiatives, and serves as a member of the Libraries' senior leadership team. The position directly supervises five professionals.

The University of Oklahoma Libraries is transforming the way our community thinks about and interacts with research libraries. OU Libraries won three awards from the Oklahoma Museums Association for our Galileo's World Exhibition, and the Great Inspirations Award for our Helmerich Collaborative Learning Commons at the 2015 Creativity World Forum. In 2015, a member of our team won a Library Journal Mover and Shaker Award (one of only 50 people to do so that year). Most recently named an "Education Futurist" and recipient of Campus Technology's 2016 Innovators Award, the OU Libraries' award-winning facilities and resources create opportunities for faculty and students to excel in any field. We seek to create excellence in the library experience, to support campus research and data stewardship, to build on the excellence of our special collections, and to promote scholarly communication. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities. We invite you to join the OU Libraries in providing access to informational resources that fulfill the academic, research, artistic, scholarly and community leadership objectives of the university.

Within the broader context of the University Libraries' and OU's strategic goals, as well as the research library and higher education environments, the position's primary responsibilities include:

- Articulating a compelling vision for the value of physical and digital special collections and archives in supporting knowledge creation, transformative teaching and learning, exhibition development, and broader community engagement
- Enhancing the discoverability, accessibility and preservation of unique collections in conjunction with creating and implementing strategies for their physical and digital development
- Working with Special Collections and University Libraries personnel to create extraordinary user experiences
- Developing and pursuing external funding, including donations, in-kind gifts and grant funding
- Setting strategic directions and priorities for collection development, exhibits, staffing, services, and programs
- Promoting OU's special collections through formal presentations, special events, exhibits, written communications and interpersonal relationships
- Enhancing and expanding institutional and scholarly collaborations with tribal, regional, national, and international partners.

- Building and stewarding donor relations
- Planning for facilities enhancements

Minimum qualifications:

- Master's degree in Library/Information Science/Archival Sciences from an ALA-accredited program or another appropriate field
- 24 months of management and/or supervisory experience in a special collections and/or archival setting
- Ability to present a coherent vision for special collections and archives as they relate to knowledge creation, transformative teaching and learning, exhibition development, and broader community engagement
- Demonstrated experience managing, supporting and motivating individuals at a variety of levels, including faculty, professionals and staff
- Experience in applying new and emerging information and library technologies to special collections and archives, including digital scholarship initiatives
- Proven effectiveness working with and communicating complex issues and perspectives to a wide range of constituencies, including students, faculty, researchers and the public
- Excellent interpersonal, oral, written, and presentation communication skills
- Excellent organizational, time and project management skills
- A thorough knowledge of professional theory and best practices in managing, collecting, organizing and preserving special collections and archives

Preferred qualifications:

- Additional advanced degree in a relevant field
- Five years of work experience in a special collections and/or archival setting, with three years of management and/or supervisory experience.
- Experience developing partnerships with library and academic departments, campus entities, and state, regional and national organizations
- Experience with collaborative projects designed to develop outreach opportunities for showcasing physical and digital special collections to enhance their use in a variety of arenas
- Demonstrated success in gift acquisition and fundraising, including grant writing, grant management, and donor relations/cultivation
- Demonstrated knowledge of digital and physical preservation issues
- Knowledge of metadata and intellectual control, EAD, and imaging in the context of special collections and archives
- Experience with donor relations
- Experience developing, implementing and assessing services and programs

Background check, including official educational transcripts, required. Salary commensurate with experience. Full-time position; excellent benefits and professional development support. To apply, go to <https://jobs.ou.edu> and search job # 170761.

The University Libraries is the largest research library in Oklahoma, containing over 6 million volumes. The library system consists of the Bizzell Memorial Library, the Library Service Center,

and branch libraries for fine art, architecture, engineering, and energy. We are a member of the Association of Research Libraries, the Coalition for Networked Information, National Information Standards Organization, Center for Research Libraries, Hathitrust, Council on Library and Information Resources, Greater Western Libraries Alliance, and the Western Storage Trust. OU Libraries has a full-time staff of 113 serving over 21,000 undergraduates, 6,000+ graduate students, and 1,459 instructional faculty.

Our world class special collections consist of:

History of Science Collections

Considered a premier research collection in its field, the History of Science Collections holds nearly 100,000 volumes from every field and subject area of science, technology and medicine, ranging from Hrabanus Maurus *Opus de universe* 1467 to the present. Our Darwin and Galileo collections consist of all respective published works in their first editions. In 2015-16, the History of Science Collections conducted a year-long series of exhibits, events and programs on all three OU campuses, [Galileo's World](#), illustrating connections between science, art, literature, music, religion, philosophy, politics and culture.

Western History Collections

Established in 1927, the Western History Collections focuses on the development of the Trans-Mississippi West and Native American cultures. It consists of photographic archives containing approximately two million images featuring a wide variety of photographic processes and subjects, and containing both glass plate negatives and original prints; a manuscripts division holding over 2,000 collections of primary textual materials on Oklahoma and the West; and the library, with over 80,000 volumes of published Western Americana.

Chinese Literature Translation Archive

A recently established and growing archive providing researchers with draft materials, correspondence, notes and other important historical materials from some of the greatest translators of Chinese literature in the West, including Howard Goldblatt, Wolfgang Kubin, Wai-lim Yip, and Arthur Waley.

John and Mary Nichols Rare Books and Special Collections

This collection is comprised of rare books and special materials in English, European, and American literatures from the 15th century to the present.

Bizzell Bible Collection

The Bizzell Bible Collection includes over 600 Bibles in a variety of languages and many related works. The collection is a gift of the family of William Bennett Bizzell, who was president of the University of Oklahoma from 1925 to 1941, and for whom Bizzell Memorial Library is named.

Harry W. Bass Business History Collection

This collection preserves materials relating to the history of business and industry in a variety of formats.

Boorstin Collection

This collection is comprised of materials from the personal library of Daniel J. Boorstin, distinguished and influential American historian, winner of the Bancroft and Pulitzer Prizes, and twelfth Librarian of Congress.

As the major research university in Oklahoma and one of the nation's leading public universities, the University of Oklahoma is located in Norman on a beautiful campus that features sculptures, fountains, and colorful gardens and is home to the Fred Jones Jr. Museum of Art (ranked in the top 5 university art museums in the nation), the Sam Noble Oklahoma Museum of Natural History (recipient of the National Medal for Museum and Library Service in 2014), and the National Weather Center. Known for its academic excellence and strong sense of community, OU is number one in the United States in the number of National Merit Scholars enrolled among public universities. Conveniently located approximately 20 miles south of Oklahoma City, Norman provides a friendly, small-town atmosphere that offers affordable living coupled with a vibrant array of on-campus cultural and athletic events.

Norman is the 3rd largest city in Oklahoma with a population of over 120,000. It boasts a small-town feel with convenient metropolitan access and offers exceptional museums, performing arts, colorful galleries, boutique shopping, fabulous restaurants, three-nearby casinos, four golf courses, exciting nightlife, and the natural beauty of Lake Thunderbird or local parks. Norman is also frequently recognized in national media outlets as being a great place to live.

- *Time Money* magazine named Norman one of the best places to live, and the #1 least expensive city to raise a child
- Forbes Magazine ranks the Norman as one of the Top College Sports Towns.
- Cleveland County was placed #3 on Businessweek.com's America's Best Affordable Places List.
- Norman has been named a Bicycle Friendly Community by the League of American Bicyclists.
- Norman Regional Health System is among the top 100 best hospitals for orthopedic surgery.

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to: admissions, employment, financial aid and educational services. Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, (405) 325-3546, bjm@ou.edu, or visit www.ou.edu/eoo.