Digitization and Records Management Librarian

The Julia S. Tutwiler at the University of West Alabama invites applications for a full-time library position. The library is particularly interested in a teammate with the experience that aligns with its mission to serve the University faculty, staff and students and the larger community. Ideal candidates should have the ability and flexibility to work within several areas of library services and operations.

Qualifications:

**Essential:**
- Master of Library and Information Science from an ALA accredited institution.
- Experience working with digitization
- Successful academic library experience.
- Successful experience in archives and special collections.
- Ability to evaluate special collections.
- Knowledge of archival management and processing archival collections, special collections, and institutional records.

**Preferred:**
- Active participation in professional organizations and research.
- Knowledge and skills in the preservation of books and paper; electronic records; textiles; furniture and other antique holdings; artworks, including ceramics/stone and metal, art paintings and prints; organic materials; natural history specimens; and photographs.
- Strong understanding of emerging information technologies and their application to archival and special collections.
- Ability and flexibility to work within several areas of library services and operations.

Responsibilities:

- Responsibilities for all digitization processes:
  - Meta Data.
  - Image Capture.
  - Uploading material for access.
  - Uploading to website.
  - Others as assigned.
- Maintain and update software and hardware.
- Quality control for processes in digitization.
- Develop and follow digitization plan and procedures.
- Records management.
- Training and workshops for RDA.
- Liaison for RDA:
  - Reporting and inquiries.
  - Annual reports to an external agency.
- Historical records digitization.
- Maintain professional expertise appropriate to meet service and planning requirements in area assigned.
- Contribute to effective team management.
- Evening and weekend work, as assigned.
- Develop policies and procedures to capitalize on an automated environment and coordinate department activities with other library areas to expedite processing of materials and use of library systems.
- Perform other specific duties as assigned by the Director.

**Salary:** Dependent upon credentials and experience; includes excellent benefits package.

**To Apply:** Candidates should send a résumé, cover letter, unofficial transcripts, and references to:
Prior to hiring, the final candidate(s) must successfully pass a pre-employment background investigation, including information obtained from social media and other internet sources.

The University of West Alabama does not discriminate on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, sexual orientation, gender identity, gender expression, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

AA/EO Employer.

Minority applications encouraged.