

**UNIVERSITY OF BRITISH
COLUMBIA OKANAGAN CAMPUS**

POSITION DESCRIPTION

DIVISION AND SECTION: Okanagan Library **REVIEWED:** January 5, 2025

LIBRARY POSITION #: XXXX **Employee:**

CLASSIFICATION: (FACULTY) Librarian **Supervisor:** Head, Research Partnerships and Collections

LIBRARY POSITION TITLE: Archivist (Term without Review) **Human Resources:**

POSITION MANAGEMENT #: XXXX

SUMMARY OF RESPONSIBILITY:

The Archivist (Term) is responsible for the coordination of special collections, archives, and digitization for the UBC Okanagan Campus Library. The Archivist (Term) manages Okanagan Special Collections (OSC), including its regionally focused print, digital, audio-visual and archival collections, as well as the archival record of the UBC Okanagan Campus. The position provides instructional and reference services to UBC students, faculty and staff, as well as community researchers. The Archivist (Term) serves on committees, working groups and teams, as appropriate, to build and promote regional collections as a participant in broader institutional goals. The Archivist (Term) is a valued member of the Okanagan Library and takes a role in the planning, development and delivery of services, and management of collections and spaces relevant to archives and special information resources for students and faculty at the Okanagan Campus.

QUALIFICATIONS:

A masters-level degree with a specialization or concentration in archival science (e.g., Master of Archival Science, or Master of Library and Information Studies (or equivalent) with an archival concentration). An additional master's level degree from an accredited program of library, or information science, or equivalent internationally accredited program would be an asset for this position. Demonstrated knowledge of current archival theory and practices is required. Excellent organizational and analytical skills; excellent written and oral communication skills; ability to perform effectively independently and in a large and complex team environment; knowledge of library systems and applications; knowledge of reference and instructional methodologies.

WORKING RELATIONSHIPS

Reports to the Head, Research Partnerships and Collections on the Okanagan Campus. Works closely with librarians and archivists from both the UBC Okanagan and Vancouver campuses. Provides information services to faculty, students, staff, and the public to support teaching, research, and donations; recruits, trains, supervises, and appraises the performance of applicable specialized support staff in the Archives & Special Collections complex; supervises student and special project workers as needed.

DUTIES:**I. COLLECTIONS**

1. *Participates in the acquisition and selection of archives.* Evaluates, accessions, and appraises archives.
2. *Arranges and describes archives.* Prepares, or supervises the preparation of finding aids for current and backlog archival fonds and maintains, upgrades, and updates existing finding aids. Oversees routine processing activities such as inventory, rehousing, digitization, and basic conservation of archival resources.
3. *Selects and maintains special collections.* Including monographs, serials, maps, and audiovisual materials.
4. *Supports and facilitates community-based archives and special collections.* Coordinates collaborations with communities, other professionals, and external campus partners to deliver ongoing community-focused collection development services on the basis of stewardship of information resources not owned by UBC as serviced by the BC Regional Digitized History web portal.
5. *Preserves information resources.* Implements and assesses digital preservation practices for Special Collections and Archival holdings at UBCO with preservation horizons greater than 5 years. Maintains and updates procedures and training resources, or supervises same, for execution and reporting of relevant workflows.
6. *Administers public-facing digital repositories and other delivery systems.* Selects, prepares, manages digital assets, prepares and configures descriptive, administrative, and technical metadata, evaluates and implements indexing, including facets.
7. *Prepares exhibitions of collections.*

II. ADMINISTRATION

8. *Participates in the management of Gifts-in-Kind.* In consultation with the Head, Research Partnerships and Collections, Development and Alumni Engagement, and the Deputy University Librarian, Okanagan participates in processing Gifts-in-Kind of special collections and archival materials. Liaises with donors to facilitate transfer of materials to Okanagan Special Collections, ensures that documentation is complete, and coordinates monetary appraisal services for collections as needed.
9. *Participates in the management of the budget.* In consultation with the Head, Research Partnerships and Collections, coordinates the operational and collecting priorities, including those relating to staffing needs, with reference of the Special Collections budget. Participates in managing budget, grant, and endowment funding in service to the Archives and Special Collections complex at UBCO.
10. *Supports efforts to seek and maintain funding for Special Collections and Archives.* In collaboration with the Deputy University Librarian, Okanagan, the Head, Research Partnerships and Collections, and Development and Alumni Engagement, identifies funding opportunities, participates in grant writing and applications, prepares cost modelling, and prepares stewardship reports.
11. *Supervises staff.* Plans staffing, recruits, trains, appraises performance, and supervises applicable staff in ongoing programmatic positions including archives and technical support. Also manages training and supervision of staff, including students, in service of limited term archives and special collections projects and initiatives.

III. SERVICE PROVISION

12. *Manages archival reproductions.* In conformance to the Canada Copyright Act and the BC Freedom of Information and Protection of Privacy Act, advises permitted use and approves release, as appropriate.
13. *Interfaces with community.* Participates in events, projects, and committees that bring together the library and the wider community on the basis of archival, primary source, and

special information objects.

14. *Develops and oversees events.* Develops and/or supports events highlighting UBC-owned or UBC-stewarded content, or external partnerships and materials. Runs yearly ongoing cyclical events and may develop new programming and events as applicable. Events may support the campus and/or wider community partners, and are often developed for public-facing engagement.
15. *Accepts other duties as assigned.*

IV. TEACHING, LEARNING, AND RESEARCH SUPPORT

16. *Provides archival and special collections reference.* Provides reference and research services to students, staff, faculty, and members of the public.
17. *Maintains research guides and interpretive aids for special collections and archives.* Provides asynchronous learning supports for researchers interested in consulting special collections and archives at UBCO.
18. *Delivers workshops and instruction.* Provides presentations to students, staff, faculty, and members of the public on the basis of subject, provenance, or methods as it relates to special collections or archival research at UBC Okanagan. Includes tours of the special collections spaces.
19. *Participates in research (as applicable).* Contributes to scholarly research concerned with archives, special collections, and digitization. Liaises with faculty members with aligned research interests.
20. *Supports events.* Organizes use of the special collections space for scholarly activities and contributes to campus and community event delivery.
21. *Liaises with faculties.* Responds to requests for library involvement in accreditation, new course proposals, and curricular, research, and program innovations pertaining to archival, primary source, digital, and special information objects. May co-supervise students in this capacity.
22. *Participates in Library and University Committees and working groups.* Represents UBC Okanagan Library – Archives and Special Collections, within library, campus, and external community groups, as appropriate.
23. *Assumes responsibility for other subject areas.* Responsible for designated subject areas and liaison with assigned departments, as appropriate. Maintains asynchronous learning supports, provides workshops and instruction, and participates in research with these assigned areas, as applicable.

V. COMMUNICATIONS

24. *Manages websites.* Develops and maintains the appearance, presentation, and content of the Okanagan Special Collections website and the BCRDH website.
25. *Manages promotional outreach.* In consultation with the UBCO Library Communications Specialist and/or UBCO Development and Alumni Engagement, and/or UBCO University Relations and/or other departments, prepares media releases, organizes photography and videography, plans social media posts, and maintains or participates in maintaining social media channels with an aim to elevate the public persona of UBC Okanagan Special Collections, and BCRDH.
26. *Prepares or approves all communications copy.*
27. *Participates in the creation of communications strategies.* Prepares plans, identifies themes, and forges collaborations to support the presence of Special Collections and Archives within the broader UBC Okanagan Library Communications context.

VI. EQUITY, DIVERSITY AND INCLUSION

28. Contributes to the continued development of a library environment and culture that supports and celebrates equity, diversity, and inclusion (EDI).
29. Supports EDI by pursuing appropriate professional development opportunities and maintains an awareness of EDI initiatives at the departmental, campus, institutional and provincial level such as but not limited to UBC's Inclusive Action Plan, Indigenous Strategic Plan, and BC Human Rights Code.

30. Works to integrate EDI into collection development, instruction, public services, and overall professional practice by working to eliminate institutional and structural systems of oppression and power (such as colonialism, racism, sexism, classism, heterosexism, ableism, and white supremacy).

VII. STANDARDS OF PERFORMANCE

- Maintains an awareness of related initiatives at the levels of the department, campus, institution, and profession with relevance to the special collections and archives, and in compliance with UBC Policy and all authoritative legislation.
- Provides competent professional service to users in a courteous manner.
- Sustains semi-autonomous programs within the UBCO Library context.
- Establishes and maintains effective, co-operative working relationships with colleagues at UBC's Okanagan campus and, more generally, across UBC.
- Maintains awareness of developments at the University and in the Library and strong relationships with administrators, faculty, staff, and students.
- Maintains deep knowledge of UBC's system-wide Archives and Special Collections programs.
- Remains current with developments in the fields of archival management, maintains contact with others in the field through professional associations and meetings, and participates in professional activities.