

Architecture Librarian & Archivist

The Architecture Librarian and Archivist serves as a library liaison to multiple departments, divisions, and programs in the Christopher C. Gibbs College of Architecture at the University of Oklahoma, including but not limited to Architecture, Landscape Architecture, Interior Design, Construction Science, Regional and City Planning, Environmental Design, and Urban Design, as well as the Institute for Quality Communities. The position develops relationships with these departments to promote library resources and services to their students, faculty, and staff, including reference assistance, bibliographic searching, library guide development, library instruction, collection development, and other departmental needs. Additionally, the position provides public services for the University Libraries' collection of architectural archives, including the American School of Architecture Archives, serving the students and faculty of the Gibbs College as well as the general public. The position supports the use and development of the archives by providing reference and research services, consultation services, archives instruction, and outreach services and by contributing to collection development and description.

This position provides direct support for teaching, research, outreach, technology, programs, and events in a welcoming and intellectually engaging learning environment. This position will also serve on library and campus committees and participate in scholarly associations related to the profession. The position will work within the Research and Student Success Division and the Special Research Collections Division.

Target salary: \$60,000.

Position Responsibilities:

- **Teaching (librarianship)**

The *University of Oklahoma Faculty Handbook* states that “professional librarians in the discharge of their professional duties shall be regarded as engaged in teaching.”

- Develops and maintains positive, strategic professional relationships outside the library with administrators, faculty, and students in academic and affiliated units for assigned subject areas. Meets and/or communicates regularly with administrators and faculty.
- Establishes and sustains positive working relationships with employees at all levels – administrators, faculty, staff, and student employees – within University Libraries.
- Provides expert research, reference, and consultative services virtually and in-person to advance the informed use of architectural library resources and archives and related materials at University Libraries. Recommends and provides access to relevant library collections and archives that meet users' information needs.
- Develops and delivers tours, workshops, and information literacy instruction sessions for OU courses affiliated with the Gibbs College of Architecture to advance impactful learning experiences surrounding architectural collections and archives. Works closely with faculty to design instructional content to fulfill course learning objectives and outcomes.
- Communicates regularly with department faculty and students through all appropriate channels. Attends meetings of academic departments, schools, and colleges and/or holds regular office hours in academic departments, schools, and colleges if applicable.
- Collaborates with faculty and other personnel in the Gibbs College of Architecture to explore, recommend, implement, and deliver services and programs that fulfill University

- Libraries' strategic objectives and advance the research, teaching, and student success objectives of the Gibbs College's departments and programs.
- Develops and leads outreach activities, including tours, presentations, and other programming events that advance the visibility and awareness of University Libraries' architectural resources and archives to scholarly and community audiences.
 - Delivers library services in accordance with established scope of work that advance academic research collaborations and partnerships with faculty in the Gibbs College of Architecture. Provides information resources, services, and consultations that support faculty in producing articles, books, exhibits, digital scholarship projects, digital publishing initiatives, and other scholarly works.
 - Collaborates with University Libraries colleagues to support the adoption of open access publishing, open educational resources, and other emerging forms of information dissemination among faculty and student constituents.
 - Compiles and submits activity reports and statistics for liaison activities related to research consultations, instruction sessions, outreach programs, and other activities in a timely manner into the statistics system, ensuring accuracy and completeness.
 - Develops and maintains tutorials, subject guides, course guides, and website content that facilitate awareness and informed use of relevant library resources.
 - Develops and maintains subject and interdisciplinary knowledge and knowledge of academic librarianship. Keeps abreast of new technologies/trends and how they may apply within academic libraries and to assigned disciplinary fields. Attends and participates in professional and scholarly conferences, workshops, and webinars.
 - Contributes subject expertise to advance and contribute to the development, review, acquisition, assessment, and description of architectural collections.
 - Performs special duties as assigned.
- **Research, Scholarship & Creative Activity**
 - Conducts original research and publishes or presents on professional and scholarly topics.
 - **Professional, University & Administrative Service**
 - Participates in library and university committees and task forces related to primary job assignment as appropriate or assigned.
 - Serves and participates at the local, state, regional, national and international level in professional and scholarly associations as appropriate to position and experience.
 - Maintains up-to-date professional knowledge and skills in areas related to primary job assignment by participating in appropriate professional development and continuing education activities in the library, on campus, and within the library profession.

Required Qualifications:

Required Education & Experience:

- Master's degree in any subject area
- 12 months of related library or archives experience
- Experience with or demonstrated knowledge in architecture, design, or other relevant discipline

Required Skills:

- Ability to work effectively with individuals of all backgrounds in a respectful way.

Preferred Qualifications:

- Coursework or degree in a related field.
- Master's in library & information studies from an ALA-accredited program.
- Experience working with archival collections and resources.
- Experience teaching one-on-one and in classroom settings.
- Ability to take initiative, be self-directed, and demonstrate a commitment to innovation and creativity.
- Strong organizational, project, and time management skills to lead or coordinate multiple projects and work with minimal supervision.
- Strong oral and written communication skills.
- Evidence of and/or interest in participating in professional development and continuing education activities, professional and scholarly associations, and presenting and publishing on work-related topics.
- Record of accomplishment working in a team-based organization to achieve goals.

Application Instructions:

Interested candidates should submit the following materials via Interfolio as soon as possible:

- Comprehensive cover letter
- Current curriculum vita
- Full contact information from three professional references

All application materials may be submitted online through the Interfolio website at apply.interfolio.com/175670. Please contact Michael Szajewski at mgszajewski@ou.edu with any questions.

About University Libraries

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an “Education Futurist” and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries’ award-winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries’ team consists of 16 library faculty, 51 professional staff, and 35 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: Architecture Library, Youngblood Energy Library, and Fine Arts Library. Affiliated OU libraries, not within the administrative oversight of University Libraries,

include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](#) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](#)

Why You Belong at the University of Oklahoma: The University of Oklahoma values our community's unique talents, perspectives, and experiences. At OU, we aspire to harness our innovation, creativity, and collaboration for the advancement of people everywhere. You Belong Here!

Equal Employment Opportunity Statement: The University, 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, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), 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, housing, financial aid, and educational services.