Special Collections Librarian  
Delaney Southwest Research Library  
Center of Southwest Studies  

Fort Lewis College  

Position Summary  
The Center of Southwest Studies at Fort Lewis College connects individuals and communities with opportunities to explore, study, and experience the Southwest’s dynamic heritage. The Center collects art, artifacts, documents, monographs, reference materials, photographs, and other research items that illustrate the natural and cultural heritage of the Greater Southwest from prehistoric through contemporary times. The library, archival and object collections support the Center’s mission through its use in interpretive educational exhibits, programs, and research opportunities for students, faculty and scholars. We seek a service-oriented, innovative librarian with expertise in special collections pertaining to the history and diverse cultures of the Greater Southwest. The special collections librarian is responsible for the overall operation and management of the Delaney Southwest Research Library collections. These collections include monographs, rare books, serials, reference materials and special collection items not included in the Center’s archives or museum collections.  

This is a 32-hour/week, 12 months/year (.8 FTE) exempt staff position and includes a generous benefits package.  

Reports to:  
Director of the Center of Southwest Studies.  

Responsibilities:  

- The Center of Southwest Studies Special Collections Librarian will develop and maintain policies and procedures that balance researcher’s needs with the security and preservation of the collections, provide equitable and exemplary service to users, and steward the collections materials.  
- Working in a team-oriented environment, the Special Collections Librarian will use finding aids, catalogs, bibliographies, and repositories to assist, advise, and instruct researchers in the use of Center’s library collections.  
- The Special Collections Librarian will proactively build relationships and partnerships with students and faculty in the programs using the Center’s Library.  
- The Special Collections Librarian will promote the library holdings to diverse audiences, in order to inspire interest in the teaching, learning, and research potential of the Center’s materials.  
- The Special Collections Librarian will work with the Center’s staff to plan and implement outreach and educational programs such as conferences, guest lectures, and exhibits.  
- The Center’s Special Collections Librarian will understand the basic history, theory, and professional practices relating to the types of materials found in special collections research libraries.  
- The Special Collections Librarian will be familiar with and committed to the standards, ethics, and best practices in use by special collections and archives professionals.  
- Assists with the Center’s public programs, events, and exhibits as needed.
Minimum Qualifications

- An earned MLS/MLIS degree from an ALA-accredited library/information sciences program or equivalent.
- Professional experience in special collections or archives.
- Excellent interpersonal and communication skills; customer service experience.
- Knowledge of standard cataloging practices and collections management.
- Demonstrated proficiency with contemporary learning and information technologies such as Sierra OPAC, MARC, and OCLC, and social media.

Preferred Qualifications

- Knowledge of the history and diverse cultures of the Greater Southwest. An additional degree in one of these areas a plus.
- Experience as a special collections librarian in an academic setting.
- Three years of professional experience in special collections or archives.
- Supervisory experience with student workers, contractors, and volunteers.
- Experience conducting reference and outreach in special collections.
- Excellent organizational and project management skills.
- Serial and monograph acquisitions experience.
- Knowledge of preservation and conservation of library materials.
- Knowledge of Spanish or indigenous languages of the Southwest.
- Evidence of excellent oral, written, and interpersonal communication skills.
- A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities.
- Proven ability to work both independently and collaboratively.
- Experience with a range of research methods.
- Ability and desire to contribute to the overall mission of the Center of Southwest Studies and Fort Lewis College.
- Willingness to learn.

Application Process

Prepare materials for electronic submission:

- Letter of interest that addresses the required qualifications and responsibilities
- Resume
- Names and contact information for three current, professional references

Address Application Materials to:

Dr. Shelby J. Tisdale, Director
Email: TapleyBooth_J@fortlewis.edu
Subject line: CSWS Special Collections Librarian

Applications received by Monday, March 21, 2016 will be given full consideration. Review of applications will continue until the position is filled.

The successful candidate will be required to submit official transcripts and pass a background check.
Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. People from under-represented groups are encouraged to apply.

About Fort Lewis College and Durango

Fort Lewis College is Colorado’s public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 3,800 from 50 states and 17 countries, 30% Native American, and 10% Hispano.

The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area. Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, hiking, fishing, biking, golfing, etc. With an area population of 45,000 Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, Dallas, and Los Angeles. It is 3.5 hours driving distance from Albuquerque, NM.