



The Urbana Free Library

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TO: Vacellia Clark, Chief Examiner
Civil Service Commission

FROM: Anke Voss, Director, Champaign County Historical Archives, The Urbana Free Library

RE: Establish a Passing Score for Archives Librarian

DATE: January 24, 2014

A. Summary

The Urbana Free Library recommends a passing score of 65% using the application (written credentials) as the Civil Service Exam. This would result in an eligibility register of 12 candidates.

B. Background

The position was open for application from August 28, 2013 - October 11, 2013; in response, The Urbana Free Library received 18 applications for this position. Numerically, the breakdown of applicants is as follows:

Male: 7; Female: 11
Non-Minority: 18; Minority: 0
Number of Non-Disabled: 18; Number of Disabled: 1

C. Application Screening

The scoring plan utilized is explained in [Appendix A-D](#) of this memo. Required qualifications included an ALA-accredited MLS (August 2013 graduates accepted) and strong professional commitment to public service. Requires training/experience in archival protocols, standards and practices, strength in reference service and instruction, training/experience in archival descriptive/cataloging standards, training/experience in digital content management, and general knowledge of local history and genealogical resources.

D. Passing Score and Recommendation

The hiring manager for this position requests that the passing score be established at 65%, to allow for the largest candidate pool for consideration. At this score, the resulting register will consist of 12 candidates

E. Attachments

Appendix A: Job Description
Appendix B: Archives Librarian-Desirable Attributes (Guide for Scoring)
Appendix C: Archives Librarian-Scoring Criteria-Written Credentials
Appendix D: Archives Librarian-Scoring Table
Appendix E: Disparate Impact Report for a 65% Passing Score

JOB DESCRIPTION

Job title: Archives Librarian

Appointment level: Librarian 3 or 2

Appointment type: full-time or part-time (LB-3), or hourly (LB-2)

Job summary:

The Archives Librarian provides reference service and instruction, processes and catalogs archival materials, assists with the management of digital content and the Local History Online catalog, participates in programming and outreach, and is familiar with all work of the Archives Assistant. Duties are performed under the supervision of the Director of Archives.

Duties and responsibilities:

Provides reference service and instruction to patrons

Processes archival materials*

Catalogs departmental holdings *

Assists with management of the Local History Online catalog*

Assists in the management of digital content and various social media platforms

Participates in outreach and public relations events

Supervises practicum students and volunteers

Carries out other duties as assigned

Necessary knowledge, skills, abilities:

Experience in a special collections/archives setting

Current knowledge of special collections and archives standards, practices, issues and trends

Training/experience in MARC and OCLC formats and standard cataloging tools *

Demonstrated understanding of issues related to both digitized and born-digital formats

Creative reference and instruction skills

Ability to quickly develop effective working knowledge of the Local History Online catalog

Knowledge of local history and genealogical resources

Strong public service orientation

Ability to work with the public in a consistently friendly and courteous manner

Excellent oral and written communication skills

Ability to learn and follow all relevant library policies

Ability to work with staff in a consistently cooperative manner

Excellent interpersonal, organizational, and time-management skills

Dependability and honesty

Willingness to work full range of library hours, including evenings and weekends

Physical strength and agility sufficient to perform assigned tasks; must be able to climb ladder and lift 30 pound boxes to a height of six feet

Required education, training, experience:

ALA-accredited Master's degree (concentration in archives/special collections management preferred)

Training/experience with archival protocols and standards*

Training/experience with archival descriptive standards

Prior successful work experience

Prior library experience desirable

Passing score on evaluation of credentials / interview (per Civil Service for FT positions)

Evaluated by: Director of Archives

Evaluates: n/a

**The Urbana Free Library
VACANCY
ARCHIVES LIBRARIAN**

- Appointment Level:** Librarian 3, full time (39 hours/week)
- Application Deadline:** Friday, October 11, 2013, 6:00 p.m.
- Salary Range:** \$45,464 - \$59,104
- Benefits:** Health plan paid by the library
Annual paid leave includes 4 weeks vacation, up to 12 days sick leave,
3 days personal leave, and 9½ holidays
- General Requirements:**
ALA-accredited Master's degree (August 2013 graduates accepted)
Experience in a special collections/archives setting
Current knowledge of archival protocols, standards and practices
Training/experience in MARC and OCLC formats and standard cataloging tools *
Demonstrated understanding of issues related to both digitized and born-digital formats
Creative reference and instruction skills
Ability to quickly develop effective working knowledge of the archives' Local History Online catalog
Knowledge of local history and genealogical resources
- General Duties:** The Archives Librarian provides reference service and instruction, processes and catalogs archival materials, assists with the management of digital content and the Local History Online catalog, participates in programming and outreach, and is familiar with all work of the Archives Assistant. Duties are performed under the supervision of the Director of Archives.
- Evaluation of applicants:** Applicant will not be considered without **ALL** of the following credentials:
1. Cover letter
 2. The Urbana Free Library application form
 3. Official library school transcript
 4. Letters of reference from at least three employers or library school professors
- Initial screening is based on examination of these credentials.
Final screening is based on scored oral interviews, to be conducted at The Urbana Free Library in late October.
- Questions to:** Anke Voss, Director of Archives, 217-367-4025
- Applications to:** Adult Reference Desk or Administrative Office

**The Urbana Free Library – ARCHIVES LIBRARIAN Desirable Attributes - November 2013
(Guide for Scoring)**

Required Training and Experience

- ALA-accredited Master's degree (*concentration in archives/special collections management preferred*)
- Training/experience with archival protocols and standards*
- Training/experience with archival descriptive standards
- Prior successful work experience
- Prior library experience desirable

Reference Service/Instruction

Creative reference and instruction

Experience/training serving patrons with variety of research needs

Knowledge of local history and genealogical resources

Experience in a special collections/archives setting

Current knowledge of special collections and archives standards, practices, issues and trends

Experience/training in archival processing of multi-media collections

Training/experience in MARC and OCLC formats and standard cataloging tools *

Ability to quickly develop effective working knowledge of LHO catalog

Demonstrated understanding of issues related to managing digital content

Experience/training with born-digital records and digital collections

Experience and interest in managing social media platforms

Public Service/Public Relations

Strong public service orientation

Ability to work with the public in a consistently friendly and courteous manner

Public service experience with patrons of all ages and ability (academic/public)

Prepared to lead and/or participate in outreach and public relations events.

Able to represent the library well; makes good impression

Able to forge liaisons with community groups

Staff Relations

Ability to work with staff in a consistently cooperative manner

Ability to work both independently and as a member of a team

Shows initiative and follows through

Innovative and flexible

General Suitability

Good fit for the position in interests, skills, and disposition

Excellent interpersonal, organizational, and time-management skills

Excellent oral and written communication skills

Dependability and honesty

Optimistic and enthusiastic!

The Urbana Free Library -ARCHIVES Librarian- November 2013

Applicant: _____

Scorer: _____

SCORING CRITERIA (WRITTEN CREDENTIALS)

_____ *Training in archival protocols and standards (MAX 15)*

_____ *Experience in special collections/archives setting (MAX 20)*

_____ *References (MAX 25)*