Curator of the Frank V. de Bellis Collection and Special Collections & Archives Reference and Instruction Librarian, Non-Tenure Track

San Francisco State University's J. Paul Leonard Library is a busy, teaching-oriented institution supporting a community of 30,000 students as well as faculty and staff. The collections include more than one million items in all formats, including an extensive collection of online databases and full-text resources. The SF State library uses and contributes to Ex Libris’ Alma/Primo, which is shared by all 23 libraries in the CSU System.

Position Summary
The Curator of the Frank V. de Bellis Collection promotes the discovery and use of the collection's rare books, manuscripts, music, and artifacts as an integral part of the library’s research assistance and instruction programs. The Curator provides specialized research assistance, access, outreach, programming, and instructional services to students and faculty in a variety of disciplines as well as to community stakeholders.

Responsibilities include:

For the Frank V. de Bellis Collection:

- Facilitating discovery of materials in the de Bellis Collection and providing users with research assistance.
- Collaborating with teaching faculty to promote student research and integrate the de Bellis Collection into curricula.
- Curating, facilitating, and promoting exhibits and digital collections related to the de Bellis Collection.
- Reviewing, formalizing, and executing a collection development plan for the de Bellis Collection.
- Preserving de Bellis Collection materials and prioritizing which materials to digitize.
- Maintaining the de Bellis gallery and storage areas.
- Working with campus development and the University Librarian to identify funding sources for the de Bellis Collection and support donor relations.

For Special Collections & Archives:

- Collaborating with colleagues in related units on rare book cataloging, preservation, metadata, digitization, and archival and manuscript processing.
- Maintaining and updating Special Collections policies and procedures involving the security and appropriate use and handling of materials, reading room maintenance, reference and instruction statistics gathering, and user policies.
- Providing instruction for Special Collections and Archives collections not limited to the de Bellis Collection.
• Training and supervising student assistants, and ensuring coverage for the service desk in Special Collections and Archives.
• Actively participating in Special Collections and Archives and library committees and events.
• Coordinating the research assistance and instruction functions across all collections in the Special Collections unit, including statistics gathering, policy and procedure development, reading room maintenance, student assistant training, etc.
• Pursuing continuing education and professional development opportunities.

Qualifications

Required
• ALA-accredited Master’s degree in Library and Information Science.
• Knowledge and understanding of rare book preservation and handling.

Preferred
• Familiarity with the history of the book, book arts, printing history and processes, and special collections librarianship.
• Familiarity with music history, particularly of Italian music and recording formats.
• Experience teaching with special collections materials and other primary sources.
• Experience providing research assistance to library patrons in person and remotely.
• Familiarity with standards for describing and/or cataloging rare books, print manuscripts, and archival collections; knowledge of descriptive bibliography.
• Basic understanding of metadata standards.
• Basic understanding of digitization practices.
• Experience using collections management, content management, and integrated library systems.
• Reading knowledge of Italian.

Rank and Salary
Appointment is expected to be at the rank of Senior Assistant Librarian with salary commensurate with qualifications and experience. Time base is up to full-time.

Application
Submit a letter of intent/interest, a current CV, and the names and contact information of three references to Elizabeth Detrich, Personnel Coordinator: edetrich@sfsu.edu, (415) 338-3641.

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