



**Western University**  
**Head, Archives and Special Collections**  
**Archives and Special Collections Unit, Western Libraries**

Western Libraries invites internal applications for an up to 5-year Appointment as Head, Archives and Special Collections starting July 1, 2024.

**About Archives and Special Collections**

Archives and Special Collections acquires, manages and provides access to internationally recognized fonds and collections including the Serge A. Sauer Map Collection, James Alexander and Ellen Rea Benson Special Collections, several signature archival fonds including the Labatt Brewing Company Collection and the Gustav Mahler-Alfred Rose Collection as well as extensive local history archives and university archives. Fonds and collections are comprised of various media formats including rare books, music scores, maps, comic books, audio-visual materials, digital and born digital records, photographs/photographic negatives and extensive textual records. The physical extent of holdings is in excess of 1.5 million items.

ASC provides the following functions relevant to its holdings including: teaching and learning, collections management, discovery and access, research support and reference, conservation, preservation, digitization, outreach, web archiving and scanning on demand as well as coordinating records management services for the University. ASC manages two public service points: the Archives and Research Collections Centre (ARCC) Reading Room and the Map and Data Centre (MDC). ASC's primary focus is on facilitating research by faculty members, undergraduate and graduate students, and external scholars, as well as supporting primary source instruction and documenting the history of the University. ASC also engages with and welcomes use of archives and special collections holdings by members of the broader community.

**About the Role of Head Archives and Special Collections**

Reporting to the Associate Chief Librarian (Collections), the Head, Archives and Special Collections (ASC) provides strategic and operational leadership, supervision and mentoring to a team currently composed of five Archivists, three Librarians, four Archives Assistants, and several student positions (Student Library Assistants, Coop students, etc.).

The Head participates as a member of Western Libraries' Management Committee, collaborating with other leaders to provide integrated, user-centred services that support research, teaching excellence, and student learning. This is achieved through open, constructive communication, staff engagement, shared accountability, and a sense of common purpose.

Visit the [Western Libraries About Us](#) page to view our Inclusivity and Land Acknowledgement Statements.

**Responsibilities:**

- Contribute to the development of Western Libraries' strategic and operational plans, aligning these plans with Faculty and University goals.
- Provide vision and manage an effective team through planning, leadership, assessment and delegation.
- Perform administrative duties and manage resources to support efficient service delivery.
- Communicate with Western Libraries administration, other managers, staff, and patrons about significant developments and projects in a timely manner.
- Support the work of ASC members by establishing work priorities, providing guidance and direction, monitoring and evaluating performance, and coaching as needed.
- Collaborate with other Western Libraries leaders and Affiliated College leaders as a part of Management Committee to set priorities, plan, and develop services across organizational functions.
- Represent Archives and Special Collections, Western Libraries, and the University in public relations and community engagement activities with faculty, staff, students, donors, researchers, and the wider community.
- Oversee archives, special collections, records management, digitization, web-archiving, and digital preservation activities undertaken by ASC.
- Participate in some of the operational duties associated with the work of ASC as time allows. May participate directly in projects.
- Work collaboratively with the Manager, Facilities and Storage Services to coordinate all ARCC-based services and ensure they function effectively, efficiently and safely.
- Work with Alumni Relations and Development and the Chief Librarian, to coordinate and oversee advancement and donor relations activities including monetary appraisals, tax receipts, and donor stewardship and outreach.
- Work collaboratively with external partners and other institutions to negotiate long term loan agreements.
- Coordinate Western Libraries' involvement in the University records management program. This includes maintaining a relationship with the University Secretariat, overseeing the selection of permanently valuable university records for the university archives, and coordinating the administration of records retention schedules.
- Coordinate and develop research agreements to facilitate access to restricted records.
- Authorize disposal or confidential destruction of archival records.
- Maintain disaster preparedness plans for ASC and liaise with the appropriate stakeholders regarding these plans.

**Qualifications and Experience****Required**

- Master's degree in archival studies, or a Master's degree with an archival studies specialization, or a Master's degree in another discipline combined with relevant experience as an Archivist, or a Master's degree in library and information Science or equivalent from an ALA accredited institution.

- Minimum of five years professional experience.
- Knowledge of records management standards and privacy legislation, including FIPPA, PHIPPA, and MFIPPA.
- Knowledge of various metadata and descriptive standards including Rules for Archival Description.
- Knowledge of CCPERB and cultural property designation, monetary appraisal, and copyright legislation as they pertain to archives and special collections.
- Familiarity with best practices and standards related to archival records, rare books, maps and other material formats, digitization and preservation.
- Evidence of strong analytical and problem-solving skills.
- Evidence of exceptional organizational skills, setting and balancing priorities, managing competing deadlines, and taking on various roles and responsibilities simultaneously.
- Evidence of thinking strategically and building strong teams.
- Outstanding communication, collaboration, conflict resolution, problem-solving, and interpersonal skills
- Evidence of initiative, innovation, resourcefulness, and flexibility.
- Ability to develop relationships across Western University, with many diverse groups on campus, and in the provincial, national, and international archival and library communities.

#### Preferred

- Leadership and supervisory experience.
- Experience using various metadata and descriptive standards including Rules for Archival Description.
- Experience with CCPERB and cultural property designation, monetary appraisal, and copyright legislation as they pertain to archives and special collections.
- Familiarity with digitization and preservation standards and best practices.

#### Environment

Western Libraries, one of Canada's leading research libraries, is committed to excellence: anticipating information and service needs related to the University's goals for research and scholarship, teaching and learning, and service to our university community and key partners. Our Strategic Plan 2022-2028, [Forward Together](#), aligns with the University's strategic plan, [Towards Western at 150](#), which has three main themes: Greater Impact; People, Community, and Culture; and Western's Place in the World.

Western Libraries is a member of the Ontario Council of University Libraries (OCUL), the Canadian Association of Research Libraries (CARL), the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Canadian Research Knowledge Network (CRKN), and a partner in the OCUL Collaborative Futures Project. Recognized for the quality of its staff, the access and services provided, and its outstanding print and digital collections, Western Libraries supports the University's mission to create, disseminate, and apply knowledge for the benefit of society through excellence in teaching, research, and scholarship.

Librarians at Western are Members of the Librarians and Archivists Bargaining Unit represented by The University of Western Ontario Faculty Association. Librarians and Archivists have responsibilities related to Professional Practice, Academic Activity, and Service to the academy and profession. Terms and

conditions of employment, including salary and benefits, are governed by the Librarians and Archivists Collective Agreement. Rank and salary will be commensurate with qualifications and experience. The 2023/24 annual salary floor for each rank is as follows: General Librarian - \$62,255; Assistant Librarian - \$68,515; Associate Librarian - \$79,326; Senior Librarian - \$95,257. Western offers a comprehensive benefit package including, but not limited to, extended health, dental, vision and pension.

Learn more about [Western University](#)

Learn more about [Western Libraries](#)

Learn more about the [Librarians and Archivists Collective Agreement](#)

Learn more about the [University of Western Ontario Faculty Association](#)

### **Application Procedures**

This competition is limited to internal applicants only. Applicants must either already have Continuing Appointment or be eligible for consideration for Continuing Appointment as set out in the UWOFA-LA collective agreement. The position carries an annual administrative stipend (minimum \$7,000) with a term up to five years (renewable). Upon completion of the term(s) of office, the incumbent will be assigned to a position at the discretion of the Vice-Provost and Chief Librarian appropriate to the incumbent's qualifications and experience.

Applicants are required to submit a covering letter, a curriculum vitae, and the names and contact information for three professional references, by **March 29, 2024** to:

Office of the Vice-Provost & Chief Librarian  
Western University  
Email: [libarc@uwo.ca](mailto:libarc@uwo.ca)

Only applications received by email will be considered.

Please submit your application package as a single electronic file (MS Word or pdf).

Please quote in the subject line reference **#HeadASC2024**

Please ensure that the form available at <https://www.uwo.ca/facultyrelations/pdf/full-time-application-lib-archs.pdf> is completed and included in your application submission.

### **Business Address:**

Western University, 1151 Richmond Street N., London, ON N6A 5B8

Positions are subject to budget approval. Applicants should have fluent communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous peoples, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact [libarc@uwo.ca](mailto:libarc@uwo.ca)

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