Concordia Seminary serves church and world by providing theological education and leadership centered in the Gospel of our Lord Jesus Christ for the formation of pastors, missionaries, deaconesses, scholars, and leaders in the name of The Lutheran Church – Missouri Synod. Concordia Seminary is currently engaged in a search for a Full-Time Special Collections Librarian to work in their Library Services Office.

**POSITION SUMMARY:**

Responsible for identifying, recommending, cataloguing, processing, curating, promoting, and providing assisted research access to, the special collections of the Library (microforms, rare books, art, etc.). Spearheads the Library’s efforts to digitize and make publicly available its rare book holdings.

**RESPONSIBILITIES AND CHARACTERISTIC DUTIES:**

* Look for, and recommend for purchase, special collection titles relevant to the Library’s collections, curriculum, and research purposes.
* Enter descriptive cataloguing/classification of special collections materials into the Library catalog according to Library of Congress standards.
* Process items entering the collection, including bar coding, ownership marks, call number, and any appropriate protective measures/enclosures.
* Curate the special collections, monitoring condition, recommending repairs, and recommending titles/items for withdrawal from the collections.
* Collaborate with faculty to bring students into contact with primary sources and other significant items in the rare book collection.
* Promote the Library’s special collections to the campus community, the Lutheran community, the theological/academic library communities, and the larger public.
* Provide special collections research assistance to students, faculty, and visiting scholars.
* Oversee the Library’s digitization operations with respect to its special collections, including selection of materials to be digitized, maintenance of standards in digitization formats and procedures, and metadata for images made publicly available.
* Lead negotiations with internal or external entities regarding the loan of special collections items (for special exhibits, etc.).
* Conduct presentations to tour groups regarding the Library’s special collections.
* Work collaboratively with other Library and/or Seminary staff, particularly in the areas of promoting the collections, coordinating with other electronic/digitization efforts within the Library’s operations, and intra-staff communication.
* Other duties as assigned.

**QUALIFICATIONS:**

The ideal candidate would have the following:

* Masters-level library science degree from an ALA-accredited program.
* Demonstrable skills in decision-making, communication, teamwork, and ability to follow detailed instructions.
* Functional knowledge of various aspects of special collections librarianship, including descriptive cataloging of early printed materials.
* Knowledge of at least German and Latin, with ability to read Fraktur typeface and ornate fonts used in early printing (ability to read early manuscript helpful).
* Ability to supervise student workers with respect to special collections.
* Working knowledge of US Machine Readable Cataloging (MARC), Library of Congress (LC) classification system, and standard cataloging and library software such as BookWhere, LC Cataloger’s Desktop, Classification Plus, OCLC Connexion.
* Ability to search in catalogs world-wide to assist in cataloging and in locating specific items.
* Extreme attention to detail for accurate transcription of catalog information and maintaining records.
* Familiarity with microform imagers and reader/printers as well as digitization technology.
* Knowledge of Lutheran history and doctrine. (membership in an LCMS congregation preferred but not required).

Please submit resume in confidence to the careers page on our Seminary website: <https://www.csl.edu/about/employment/>