



**Special Collections Librarian (faculty rank)  
Buswell Memorial Library  
Wheaton College, Wheaton, Illinois**

June 2015

Wheaton College seeks a librarian with expertise in special collections, and the ability and desire to contribute broadly on campus as a library faculty member, to join us in this important role.

**About Wheaton College**

Established in 1860 as a co-ed institution, Wheaton is an evangelical Protestant liberal arts college, where the pursuit of faith and learning is taken seriously. In the words of our mission statement, “Wheaton College serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.”

Approximately 2,500 undergraduate and 500 graduate students study each year at Wheaton, from all U.S. states and many other countries. The college offers BA and BSc degrees in more than twenty fields, master’s-level programs in five fields, and doctoral programs in two (biblical and theological studies, and clinical psychology). The Conservatory of Music offers BMus and BMusEd programs. The student-faculty ratio at the college is 12:1.

Our faculty and staff members affirm a [Statement of Faith](#) and the moral and lifestyle expectations of our [Community Covenant](#). Wheaton College complies with federal and state guidelines of nondiscrimination in employment.

Wheaton College’s 80-acre campus is located in [Wheaton](#), a suburb of greater Chicago, twenty-five miles west of the downtown “Loop.” A commuter rail line passes close to the college, providing easy access to Chicago. The City of Wheaton was established as a small railroad community in the 1850s and is now home to 55,000 residents. It offers excellent schools, a large variety of churches, a “top ten” public library, many shops and restaurants, and 52 parks.

## About Buswell Library

As the shared center of intellectual inquiry at Wheaton College, Buswell Library's mission is to provide access to academic resources in physical and electronic form, foster skilled and confident use of these resources, and promote community on the Wheaton campus. During the last ten years, the library has increased its emphasis on instruction as it has continued to build its collections, following the paradigm of the "teaching library." The library faculty have been significantly involved in recent revisions to the college's general education program, and the library enjoys widespread support on the campus. We are gaining an increasing reputation within the greater Chicago area for our innovations in collection development, use of technology, and library organization.

The library's nine faculty and fifteen staff positions are arranged into three functional groups: Operations (responsible for acquisitions, budget, circulation services, and facilities), Teaching & Outreach (academic technology support, assessment, instruction, promotion and outreach, and reference), and Resource Description & Digital Initiatives (archives and special collections, cataloging and metadata, digital initiatives, and preservation). In addition, we use cross-functional teams to advance the library's activities in several important areas. The Collections Team, for example, is responsible for making decisions for collection development.

In addition to the collections and services that are provided via our web site, the library is physically present at two locations on campus. The main library building, which underwent an extensive renovation in 2006, contains an information commons, collections, study areas, teaching space, and a café. The College Archives and Special Collections, at a separate campus location, provides an archival reading room, secure storage for special materials, and study areas. Although the library continues to undergo rapid changes as we move into an increasingly digital environment, use of our physical space and print collections remain high.

Buswell is a member of the Consortium of Academic and Research Libraries of Illinois, which shares a catalog of more than 12 million bibliographic records. The library provides local access to 530,000 physical items, 160,000 e-books, and 6,500 print or electronic journal subscriptions, as well as the resources of the CARLI consortium and traditional interlibrary loan. Our special collections are particularly large and notable for a library of our size.

Buswell Library works closely with several other departments of the college. The department of Academic & Institutional Technology provides network and desktop support, Blackboard courseware, equipment circulation, and media creation. The Billy Graham Center Archives contains the papers of American evangelistic and missionary agencies and copies of the papers of Billy Graham. The Marion E. Wade Center is a major research collection of materials by and about seven British authors, including C.S. Lewis, J.R.R. Tolkien, and Dorothy L. Sayers.

## **The Position**

This position reports formally to the Director of Library and Archives and informally to the library faculty member who leads the Resource Description and Digital Initiatives group. Academic rank and salary will be dependent upon qualifications. The college offers excellent benefits, including mortgage assistance and tuition assistance for employees' children enrolled in college.

As is the case with all librarian positions at Wheaton, this position has both a faculty role and a professional role in a particular area of library expertise. The percentage of time dedicated to each area, as shown below, is an estimate and may change as the needs of the library evolve.

1. Professional Role (70%)

Working in collaboration with others, this librarian is responsible for the selection, preservation, and promotion of archival and special collections. The librarian provides in-depth reference and instruction, and creates digital learning objects, displays, and written materials for various audiences. The librarian collaborates in cataloging and description according to professional standards and works with professors to enhance the integration of special collections into the college's curriculum. He/she builds relationships with faculty, students, donors, visiting researchers, alumni, and others to sustain and promote the college archives and special collections. The library operates within a consortial catalog environment. He/she has the skills that enable full use of available technologies. All librarians are expected to engage in ongoing professional development, contribute actively to library-wide plans and objectives, and lead and/or participate in cross-functional library teams.

2. Faculty Role (30%)

All members of the library faculty participate in the library's reference and instruction programs and serve as subject librarian to selected academic departments. These duties are coordinated via a peer-led Subject Librarian Team and involve resource selection (collection development), discipline-based instruction in research skills, and relationship-building with faculty and students majoring in the discipline. All librarians also serve several hours a week at the information desk (this may involve evening or Saturday hours).

Librarians at Wheaton are expected to have the aptitude and desire to participate broadly on campus as faculty members. This includes such activities as participation in faculty governance and student mentoring.

Library faculty members at Wheaton College hold a modified form of faculty status. Their employment status is similar to the faculty in the disciplines in that the librarians are granted a faculty rank (Instructor, Assistant, Associate, Professor) dependent upon qualifications, they may receive promotion in rank, they receive annual employment contracts, and they participate in the faculty evaluation process. Their employment status is dissimilar to the faculty in the disciplines in that the librarians work full-time year-

round, their employment benefits include vacation leave, they do not receive tenure or sabbaticals, and their salaries are set according to a separate benchmarking process.

## **Desired Qualifications**

While we recognize that no candidate may have all of these qualifications, the following list represents our ideal description of the person we are seeking to fill this important role.

- Strong commitment to teamwork and collegiality in the workplace, excellent communication skills, personal flexibility, a strong work ethic, and commitment to modeling these qualities to others
- A personal and living evangelical Protestant faith that is consonant with Wheaton College's theological distinctives as expressed in our [Statement of Faith](#) and [Community Covenant](#)
- A master of library science or equivalent degree from an ALA-accredited program or foreign equivalent is strongly preferred. Candidates without this qualification may be hired contingent upon obtaining the MLS within three years of hire.
- Ability and desire to contribute to the academic lives of Wheaton's faculty and students as demonstrated by additional graduate degree(s), academic interests, and/or accomplishments
- A commitment to Christian liberal arts education and a lively interest in the contemporary trends and issues facing higher education and academic libraries
- Aptitude for leadership, including the ability to think about the big picture as well as the details, reflect on and evaluate trends and developments, and make recommendations for the future of special collections in Buswell
- Ability to exploit technology in service of the library's mission
- Preferred: Experience as a library faculty member in an institution of higher education
- Preferred: Experience and aptitude in teaching
- Preferred: Experience working in an archival or special collections setting

## **Timeline**

The position is currently vacant. We will negotiate a mutually agreeable start date with the successful candidate.

## **To Apply**

Please follow these steps as you prepare your materials. This will greatly help us on our end, both with file management and with our ability to evaluate your application. Thank you.

- Please prepare a cover letter that informs us clearly and specifically how you meet some or all of the desired qualifications. Provide specific evidence or examples where possible.

- Prepare a C.V. that provides your name and contact information, educational history, employment history, and, if applicable, other information that is relevant to the position, such as service to the profession (e.g., positions held), publications, and teaching experience.
- Limit your C.V. to no more than 6,000 characters, including spaces.
- Combine your cover letter and C.V. in one file (using Word, PDF, or other common format).
- Include your surname in the file name.
- Send your file as an email attachment to Lisa Richmond, Director of Library and Archives, Lisa.Richmond [at] wheaton.edu.

Applications will be received until the position is filled. To be assured of consideration, please apply by September 1, 2015. Promising candidates will be sent the Wheaton College faculty application. All application materials will be kept confidential. Thank you for your interest in joining us at Wheaton College.