

**Local History Archivist/Curator/Librarian**  
**Job Description**  
**Decatur Public Library**

**Mission and Collection Policy related to the Local History Collection:**

The Decatur Public Library will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Decatur, its inhabitants, government, environment, businesses, institutions and organizations. Materials related to the history of Macon County, its communities and Illinois will also be maintained in cooperation with other historical, genealogical, archival and library collections in the area.

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional and organization records, and scrapbooks of historical materials that relate to Decatur and its environs. Emphasis will be placed on documenting the creation of city and county government, settlement, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural and social organizations. Found in the collection in various physical formats are: organization minutes, letters, yearbooks, periodicals, newsletters, demographic information, city directories, phone books, reports, studies, plans, obituaries, local histories, maps and plats, and images.

**Nature of Work:**

This is a highly specialized professional position involving supervision of volunteers and operations within the **History and Cultural Center Local History Collection**.

Work involves acquisition, organization, maintenance, and preservation of the library's archival and artifact collections including all books, paper, maps, photographs, machine readable materials, or other historic materials regardless of physical form or characteristics.

**Supervision Received:**

Work is performed with considerable independence under the guidance of the **Head of Adult Services City Librarian**. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations with the **City Librarian**.

**Supervision Exercised:**

Exercises supervision over personnel and/or volunteers assigned to the **History and Cultural Center Local History Collection** at Decatur Public Library.

**Examples of work (Typical work examples, but not limited to the following):**

Plans and organizes the day-to-day operation of the **Local History Collection** and **Cultural Center**; instructs, supervises, and evaluates staff and/or volunteers.

Cultivates relationships with local historical organizations and collects and preserves materials of local historical and genealogical significance.

Provides reference service and bibliographic instruction for the local history and genealogical collections and assists patrons in person, by telephone, mail, and electronic mail.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Develops specifications for contract binding, preservation microfilming, and digitization, and directs the preparation of materials.

Works with library management and other division heads to coordinate special projects; such as exhibit planning, re-cataloging materials, etc.

Represents the Library on various committees and organizations as appropriate or assigned.

Performs related work and other duties as assigned.

### **Required Knowledge, Abilities, and Skills**

Must be able to supervise and evaluate work of volunteers/staff and correlate divisional activities to the needs of the Library.

Knowledge of principles and practices of library science and practice of archival work as advocated by the Society of American Archivists.

Knowledge of office practices and procedures.

Knowledge of Dewey Decimal library classification system

Ability to learn the library's automated computer system/catalog and stay current with related updates and procedures.

Knowledge of or ability to learn digitization of materials, electronic file management, indexing and data base creation.

Must have relevant training/experience in archival practices.

Through knowledge of library reference procedures and activities.

Through knowledge of local history and genealogical materials as well as Internet, electronic database, and CD-ROM resources.

Strong oral and written communication skills

Ability to deal with the public and employees in general and difficult work situations.

Ability to work well with patrons of all ages.

Ability to prepare standardized library statistical and activity reports

Ability to work independently, which may require independent study at home, under limited supervision after a period of training.

Ability to follow moderately complex oral and written instructions.

Ability to lift and carry boxes of library materials.

Ability to work evening and/or weekend hours as required.

Ability to carry 50-100 pounds lift and carry boxes of library materials.

Ability to perform repetitive motion task with full range of mobility.

Must have adequate eyesight, depth perception, and color vision to perform duties

Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation meeting all relevant safety regulations.

Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

### **Desired Training and Experience:**

Strongly prefer Master's degree in Library Science or related field. Graduation with a B.A. /B.S. Bachelors in an appropriate field from an accredited university required. Archival management experience or equivalent education required. Excellent public service and computer skills required.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Management Pay Level 4

# Decatur Public Library

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## Library Use Guidelines

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To aid all patrons of the Decatur Public Library in their use of library facilities during regularly scheduled hours, the Library Board of Trustees has published the following use guidelines. These guidelines are taken from the Decatur Public Library Security Policy.

### **PATRONS SHALL:**

- \* **Engage in activities associated with the use of a public library.**  
Patrons not reading, studying, or using library materials may be required to leave the building.
- \* **Respect the rights of other patrons.**  
Patrons shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly (to others or in monologues), by using cell phones in an inappropriate manner, or by behaving in a manner which can be reasonably expected to disturb others.

### **PATRONS SHALL NOT:**

- \* **Consume food or beverages, smoke, or use tobacco or tobacco products.**
- \* **Engage in any illegal activity while in the library building.**
- \* **Interfere with the use of the library by other patrons or interfere with library employees' performance of their duties.**
- \* **Deface or mar library materials.**  
Patrons shall not deface, mar, or in any way destroy or damage library furnishings, walls, machines, or other library property.
- \* **Enter the building without a shirt or shoes.**  
Patrons must wear a covering of their upper body and shoes or other footwear. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building.
- \* **Bring pets or animals into the library.**  
(Other than guide dogs for the visually or hearing impaired.)

Each patron shall be responsible for any fines, fees, or other charges due in accordance with the library's standard schedules. Failure to pay these fines will result in the suspension of borrowing privileges.

Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as inter-library loan.

Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises.

Any patron who violates these rules and regulations may be denied the privilege of access to the library.

**Library employees may contact the Decatur Police if deemed advisable.**

Approved by the Library Board of Trustees  
2/20/03