

University Archivist The Bancroft Library
University of California Berkeley

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Posted Apr. 4, 2025, set to expire May 25, 2025

Job Title University Archivist The Bancroft Library
Department
Institution University of California Berkeley
Berkeley, California

Date Posted Apr. 4, 2025

Application Deadline 05/25/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Library

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Job Description

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University Archivist The Bancroft Library

Position overview **Position title:** Associate Librarian-Librarian, Career Status or Potential Career Status

Salary range: The UC academic salary scales set the minimum pay determined by rank and salary point at appointment. See the following table(s) for the current salary scale(s) for this position:

https://www.ucop.edu/academic-personnel-programs/_files/2024-25/nov-2024-rep-librarian-scales/t26-b.pdf. A reasonable estimate for this position is \$77,631-\$98,667

Percent time: 100%

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Anticipated start: As early as January 2025. Start date is flexible.

Review timeline: This is a full-time potential career appointment.

Application Window

Open date: December 2, 2024

Most recent review date: Thursday, Jan 2, 2025 at 11:59pm (Pacific Time)

Applications received after this date will be reviewed by the search committee if the position has not yet been filled.

Final date: Sunday, May 25, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The University of California, Berkeley is seeking a creative, self-motivated, user-oriented, and collaborative University Archivist to join the curatorial team in The Bancroft Library. Reporting to the head of the curatorial division, and in collaboration with curators, archivists, colleagues in acquisitions and collections control, and other stakeholders, the University Archivist builds, stewards, promotes, and provides access to UC Berkeley's University Archives collection. The University Archivist assesses collection needs, establishes collecting and processing priorities, and represents the collection area to the UC Berkeley community, alumni, external organizations, and the public. The University Archivist manages multiple projects in collaboration with partners within and outside of the library, shares their work broadly, and participates in library and UC-wide activities and working groups. This highly collaborative position plays a critical role in cultivating strong cross-departmental relationships with Bancroft Library's various stakeholders and liaises with key partners throughout the Library.

The Environment

The UC Berkeley Library is an internationally renowned research and teaching facility at the nation's premier public university. A highly diverse and intellectually rich environment, Berkeley serves a campus community of 30,574 undergraduate students, 11,336 graduate students, and 1,525 faculty. The Library comprises 20 campus libraries, including the Doe/Moffitt Libraries, The Bancroft Library, the C.V. Starr East Asian Library, and numerous subject specialty libraries. With a collection of more than 12 million volumes and a collections budget of over \$15 million, the Library offers extensive collections in all formats and robust services to connect users with the collections and build their

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research skills. Discover more about our collections and services at the UC Berkeley Library website.

The Bancroft Library of the University of California, Berkeley, is one of the largest and most heavily used libraries of rare materials in the West. Its holdings include more than 800,000 volumes, 210 million manuscript items, 9 million photographs and other pictorial materials, 86,000 microforms, 9.4 million digital files, and 25,000 maps, as well as numerous other categories of unique material. The two largest collections are the Bancroft Collection of Western and Latin Americana and the Rare Books Collection. The archival and rare book materials of the Magnes Collection of Jewish Art and Life are also part of the Bancroft holdings. The Bancroft Library is home to three research groups: the Oral History Center (formerly the Regional Oral History Office), the Mark Twain Papers, and the Center for the Tebtunis Papyri. The Bancroft Library is an active center of teaching and research. Supporting the programs of about 30 campus departments annually, it mounts a regular series of public exhibitions, roundtable lectures, and open houses. For additional information, please visit the Bancroft Library website.

Housed within The Bancroft Library, the University Archives is the principal repository of the records of the University from its founding in 1868. The collections include official and unofficial records of the University of California, the Office of the President, the Berkeley campus, papers of Berkeley faculty, and records of student organizations and activities.

Responsibilities

The University Archivist will be responsible for directing and setting strategic priorities for the University Archives program. The University Archivist will articulate a vision for the University Archives to document the history of the University of California, Berkeley, and ensure a broad diversity of voices and experiences are represented in the archives.

- Identify, appraise, and acquire personal papers, administrative, and academic records, in all formats, including born digital material, that document the history of the University of California, Berkeley, its faculty, staff, students (including student organizations), and community to build and strengthen the University Archives.
- Work closely with the Offices of the President, Chancellor, and Provost, administrative offices in all Schools and Divisions of the University, research centers, and administrative units to transfer institutional records of enduring value to the University Archives.
- Strategically collect select faculty papers, records of student organizations, and contemporary content that reflects the diverse culture, community, and activities of the University of California, Berkeley.
- Work actively and collaboratively to document diverse voices and communities across campus, especially those who have been historically underrepresented.

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- Work in concert with curatorial colleagues on collection development policies, practices, and workflows.
- Collaborate with colleagues across The Bancroft Library to responsibly acquire and steward university archives collections and advance a Total Cost of Stewardship framework.
- Work collaboratively with colleagues in Bancroft's technical services division to prioritize, plan, and make decisions on collections management and stewardship, including: appraising and packing collections in the field; accessioning materials; and identifying processing priorities and levels of arrangement; and, as needed, providing input on catalog records, finding aids, and metadata for digital collections.
- Collaborate with Bancroft technical and public services to address concerns regarding privacy, confidentiality, and sensitive information in university archives collections.
- Promote and facilitate access and use of University Archives and Bancroft Library collections for local, national, and international communities of students, scholars, and public researchers.
- Provide research assistance and instruction to internal and external constituents, and promote the visibility and use of the University Archives through teaching, exhibits, programming, and other means, independently and in collaboration with Bancroft colleagues.
- Answer University Archives-related reference questions from UC Berkeley faculty, students, administrators, alumni, and other researchers. Work scheduled shifts at Bancroft Library service points, including registration, circulation, and reference.
- Serve as principal curator for the library's Rowell Exhibition Cases, which highlight diverse stories and perspectives from university history. With curatorial division colleagues, co-curate exhibitions in other Bancroft Library spaces, including the primary exhibition gallery.
- Assist in appropriate fundraising and grant activities of the university, university library, and The Bancroft Library; attend events, and help select and prepare materials to display for prospective donors.
- Serve on department, Library, and/or University-wide committees, task forces, or working groups.
- Contribute to the national and international reputation of the Bancroft and the UC Berkeley Library through professional research, service, and collaboration with appropriate colleagues and organizations.

UC Berkeley librarians are expected to participate in library-wide planning and governance, and work effectively in a shared decision-making environment. Advancement is partially based upon professional contributions beyond the primary assignment; the successful candidate will show evidence or promise of such contributions to the Library, campus, UC System, and profession.

The UC Berkeley Library is committed to supporting and encouraging a multicultural environment and seeks candidates who can make positive and imaginative contributions in a context of ethnic and

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cultural diversity.

UC professional librarians are academic appointees and are represented by an exclusive bargaining agent, the University Council - American Federation of Teachers (UC-AFT). This position is in the bargaining unit. Librarians are entitled to appropriate professional development leave, vacation leave, sick leave, and all other benefits granted non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits.

Unit: <http://www.lib.berkeley.edu/>

Department: <https://www.lib.berkeley.edu/visit/bancroft>

Qualifications

Basic qualifications (required at time of application)

Advanced degree or enrolled in an advanced degree program.

Additional qualifications (required at time of start)

- Advanced degree.
- Three or more years working with archival materials

Preferred qualifications

- Master's degree from an American Library Association (ALA) accredited institution program or equivalent degree;
- Minimum of three years experience with institutional archives and/or records management in an academic setting;
- Familiarity with copyright law and the rights, permissions, privacy issues, and regulations (including FERPA and HIPAA), relevant to institutional records and archives;
- Demonstrated experience or familiarity with collection development, archival appraisal, archival accessioning, processing, and inclusive and reparative description;
- Knowledge of and familiarity with acquiring, preserving, and providing access to born-digital collections
- Familiarity with digitization, metadata, archival, and special collection standards and guidelines, including the Federal Agency Digital Guidelines Initiatives guidelines; MARC, EAD, and DACS;

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- and the Guidelines for Efficient Archival Processing in the University of California Libraries;
- Experience with research and reference services, primary source instruction, and outreach, including exhibitions, and public programming;
 - Experience working collaboratively with multiple stakeholders in an academic environment
 - Demonstrated commitment to diversity, equity, inclusion, and belonging with an ability to work effectively with diverse staff in a highly collaborative, matrixed environment;
 - Demonstrated analytical, documentation, and communication skills.

The Bancroft Library is interested in finding the best candidate for the job and recognizes that the successful candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't meet all of the preferred qualifications/experiences listed above.

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement on Contributions to Diversity, Equity, Inclusion, and Belonging - Statement on your contributions to diversity, equity, inclusion, and belonging in research, teaching, and service, including information about your record of activities to date, and plans for contributing if hired at UC Berkeley. [More Information and guidelines](#).

Reference requirements

- 3-5 required (contact information only)

Apply link: <https://aprecruit.berkeley.edu/JPF04704>

Help contact: richard.brown@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are

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welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location
Berkeley, CA

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To apply, visit <https://aprecruit.berkeley.edu/JPF04704>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California Berkeley

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