ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HISTORICAL LIBRARY CHIEF OF ACQUISITIONS

POSITION CODE: 18987
Effective: 10-1-81

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs professional duties in locating, identifying, evaluating, and acquiring manuscripts, letters, books, maps and photographs of historical significance; functions as lead worker in the preservation and acquisition of manuscripts, newspapers, and various other documents; negotiates conditions for which collections will be acquired and coordinates physical movement of collection; prepares Deed of Gift according to legal standards; maintains lead card system; coordinates the microfilming of newspapers; speaks before various historical groups concerning work of the Historical Library; prepares monthly reports of activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, develops and independently performs the collection duties for acquiring manuscripts, papers, letters, books, maps, and photographs which have historical significance to the Illinois Historical Library; makes various contacts with local historical societies, county, state and federal officials, and private owners by traveling throughout the State, or contacting by letter or telephone in an effort to locate and acquire materials of historical significance.

2. Conducts subjective evaluations to determine what value a collection may have in filling gaps in the documented history of the State; determines the research value of the material, and determines if the material should be acquired; prepares reports to substantiate monetary purchases; coordinates how acquired collection should be sorted, inventoried, boxed and physically moved.

3. Drafts and prepares Deed of Gift to accurately describe rights of property, legal standards of copyright, and donor's rights.

4. Maintains a lead card system of all contracts made with prospective and actual donors and systematically recontacts them for additional desired materials; plans and updates the acquisition of historic newspapers through lead system contacts; prepares monthly report.

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5. Directs the newspaper microfilming operation of the library; contacts representatives of newspapers, local libraries, and private citizens to microfilm historical newspapers, and other material; secures cooperation in sharing microfilming expenses with other historical societies; sets microfilming priorities according to budgetary limitations.

6. Speaks before professional and lay groups on subjects of historical significance as to what the State Historical Library is interested in acquiring, and of library services; advises local historical societies and museums on matters of organization.

7. Performs other related duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to completion of four years of college, with courses in American history, supplemented by a master's degree in history or American history.

Requires two years of professional experience in collecting historical manuscripts and other source materials.

Knowledges, Skills and Abilities

Requires extensive knowledge of the sources, significance, and monetary value of historical manuscripts and other documentary materials.

Requires extensive knowledge of American and Illinois history.

Requires working knowledge of library techniques, systems and procedures as related to historical documents and related materials.

Requires working knowledge of the law as it pertains to Deeds of Gift.

Requires ability to establish and maintain effective working relationships with historical societies, local libraries, museum curators, owners and possessors of historically significant materials, professional and lay groups and the general public.

Requires ability to speak effectively before groups.

Requires ability to analyze and compare comprehensive activity reports.

Requires ability to travel.