Director of the Bentley Historical Library
UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN

The University of Michigan seeks nominations and invites applications for the position of Director of the Bentley Historical Library.

The Bentley Historical Library was established as the Michigan Historical Collections in 1935 by the University of Michigan Regents to carry out two functions: to serve as the official archives of the University and to document the history of the state of Michigan and the activities of its people, organizations and voluntary associations. The library is comprised of four divisions: the Michigan Historical Collections, the University Archives & Records Program, Digital Curation and Reference & Access Services. The library also manages the historic Detroit Observatory.

The successful candidate will be an intellectual leader with a strong background in a discipline relevant to the Bentley collections, such as American history or archives. He or she will have: a deep understanding of how scholars, faculty and students use libraries of specialized research materials; a record of progressively responsible institutional and financial management; a demonstrated capacity for developing and sustaining relationships within the University and among a wide variety of external constituencies; a talent and enthusiasm for outreach and fundraising; the interest and ability to provide leadership in digital archiving, access, and publication; and the capacity to lead and support a professional staff of diverse backgrounds.

Some six decades after its founding, the library has amassed extensive holdings on the history of the state and the University, including more than 48,000 linear feet of archives and manuscripts, 85,000 printed volumes, 1.8 million photographs, 15,000 maps as well as architectural drawings, audio and visual material on a variety of digital and analog media. The library's holdings are consulted by Michigan's citizens, the University's students, faculty, staff, alumni and administrators, scholars from across the nation and around the world, and others interested in questions that are informed by the history of the state and the University. The library also maintains a state of the art conservation facility that services rare books and manuscripts in all repositories on the campus.

The library is a center for the study of the history of American life with an emphasis on the period from the mid-nineteenth century to the present. This emphasis is reinforced by the wide-ranging holdings of the University archives. The Bentley offers, for example, documentation on the history of science, women, immigration, labor, business, and manufacturing, along with materials revolving around intellectual history, politics,

marginalized populations, science and technology, sports, military history, architectural history and more. Further, the library has engaged those interested in broader questions of memory, visuality, identity, and literary context.

The University Archives houses records of the University and related materials selected, preserved, and made accessible for their enduring historical and administrative value. Records are selected by the University Archives staff through a process of archival appraisal, in consultation with offices and individuals across campus. These records may be paper-based or on audio-visual media, but new records are mostly digital in origin. The University archives are cataloged in the University of Michigan online catalog and further described in "finding aids," which are increasingly found online. A professional staff of archivists provides a range of consultative services for the University Archives, helping to address questions concerning proper management of active records, the appraisal and transfer of inactive records, and access to specific records for administrative and historical research. Within the University community, the Bentley Director must be a trusted and effective spokesperson on issues of archiving, information content, production, distribution, preservation, and access, making the case for records practices that support the University Archives to a range of on- and off-campus constituencies.

The Bentley Historical Library also houses the Michigan Historical Collections, which documents the history of the state of Michigan and the activities of its people and organizations. Its rich collections draw University students, Michigan citizens, and scholars from all over the world. Situated on the North Campus of the University of Michigan, it constitutes one of the primary historical research facilities at the University and in the state of Michigan. This is a statewide collection for Michigan covering all periods from the days of exploration through to the present, with collections drawn from each of Michigan's 83 counties. Also included are the papers of 28 of the governors of Michigan.

The Bentley Historical Library's newest division, Digital Curation, was established in April 2011 to develop and implement solutions for the long-term preservation and management of digital materials across their lifecycle. Digital Curation is responsible for the administration of born-digital and digitized materials in both the University Archives and the Michigan Historical Collections The division's mission reflects the Bentley Library's belief that archives must take a proactive role in the preservation of digital content. Digital Curation staff therefore work closely with record creators and donors to provide guidance on best practices for record creation and administration as well as sustainable file formats and transfer methods. In addition to ensuring the long-term viability of content through various preservation procedures (virus scans, filename normalization, checksum calculation, file format conversion, etc.) and secure storage, Digital Curation adds value to content through archival description, the development of access mechanisms, and the management of risk by enforcing restrictions on sensitive materials.

The director is the chief executive officer of the Bentley Library. The director supervises a staff of 20 FTE, and is responsible for an annual operating budget of approximately $1.5 million. The endowment has grown in recent years to $10.5 million; the return on the endowment supports a wide range of critical functions, including conservation,

preservation of the historic Detroit Observatory, researcher travel and graduate student fellowships.

The next Director will:

- Be entrepreneurial, creative, ambitious, and forward thinking;
- Serve as a responsible steward of the Library's Historical collections in the context of rapid change in the library environment and promote their academic use in the academic community both within the University and throughout the world;
- Embrace with respect and sensitivity the innovative spirit, progressive atmosphere, and decentralized environment of the University of Michigan academic community so that the University Archives can continue to be an asset in the past, present, and future of the University;
- Apply a strong understanding of current trends and developments in information technology to local and national leadership in archival policies and practices;
- Increase the visibility and presence of the Library to the campus community, especially with respect to opportunities for teaching, learning, and scholarship;
- Engage students through internships and research experiences.

In addition to furthering the ongoing strategic development of the Library, the next Director will work with other Libraries and collections on campus to educate the broader University population about the opportunities these resources present. The next Director will be responsible for identifying and securing the physical, financial, and technological resources necessary for the Library's continued pre-eminence and future growth, thinking strategically about the allocation and distribution of these resources, and setting effective policies in place. A demonstrated capacity for developing and sustaining relationships with administrators, deans, faculty, staff, and students will be essential, as will the ability to represent the University effectively for purposes of outreach, development, and inter-institutional cooperation.

The Director of the Bentley Library reports to the Office of the Provost and Executive Vice President for Academic Affairs. The University administration is committed at the highest levels to the ongoing excellence and success of the Library. Traditionally, the Library has been supported almost entirely through the Office of the Provost, with nearly all of its funding coming from the General Fund. In recent years, successful fundraising from individuals and foundations made it possible to build the endowment to support acquisitions and programming. The next Director will continue to be responsible for active fundraising, in collaboration with the University's central development office, to seek major gifts and annual giving programs. The Library also has an Executive Committee appointed by the Board of Regents, which oversees the policies of the library (but not the budget) and advises the director. There are no ex officio positions on the Committee.

The current Director, Francis X. Blouin, Jr., has served since 1982, and will come to the end of his long and distinguished service as Director in August 2013. A new Director will assume responsibility at that time. Professor Blouin has retained an academic

appointment in the Department of History and the School of Information during his terms of service as Director. It is possible for a new Director to hold a simultaneous academic appointment, if the candidate's interest and qualifications make such an appointment acceptable to an academic department on campus.

THE UNIVERSITY OF MICHIGAN

The University of Michigan is one of the great public research universities of the United States. Since the nineteenth century it has served as a national model of a complex, diverse, and comprehensive public institution of higher learning that supports excellence in research, provides outstanding undergraduate, graduate, and professional education, and demonstrates commitment to service through partnerships and collaborations that extend nationally and internationally. Michigan's position of excellence in higher education rests on the outstanding scholarly and creative contributions of its faculty and on the intellectual quality, vitality, and passion of its students—undergraduate, graduate, and professional. A founding member of the Association of American Universities (AAU), the University's nineteen schools, colleges, and divisions are nationally and internationally recognized. The University sustains leading programs in the arts and humanities, social sciences and natural sciences, and in all of the major professional schools, and it serves as home to one of the largest health care complexes in the world. The University is also recognized for its outstanding interdisciplinary institutes and centers.

Each year the Ann Arbor campus enrolls approximately 27,000 undergraduates, 12,500 graduate students, and 2,750 professional students. Undergraduate students come predominantly from Michigan, but also from every state in the Union and from more than a hundred countries. The University has over 500,000 living alumni degree holders around the globe.

The campus is located in Ann Arbor, 40 miles west of Detroit. Ann Arbor, with about 115,000 residents, is situated on lush, rolling terrain along the banks of the Huron River. Cosmopolitan and sophisticated, yet friendly and accessible, it is one of the great college towns. Intellectual, artistic, and recreational opportunities in the broader community abound for people of all ages. Ann Arbor perennially ranks in magazine polls as one of the best places in the United States to live and raise a family.

The campus covers 3,200 acres in and near Ann Arbor. Other holdings include about 21,500 additional acres in satellite campuses, summer field sites, and other properties for research and teaching. In addition to classrooms, laboratories, and specialized research facilities, the University community enjoys a vast array of resources, including libraries, concert halls, art galleries, and athletic facilities. The University calendar offers a prodigious diversity of events and activities. Hundreds of conferences, symposia, speeches, workshops, concerts, performances, recitals, films, and readings take place each year. In addition, around 1,450 clubs and organizations provide innumerable opportunities for faculty, staff, and students to take part in the University community.

Since 2002, the University has been led by President Mary Sue Coleman, who is a professor of biological chemistry in the UM Medical School and a professor of chemistry in the College of Literature, Science, and the Arts. On June 1, 2010, President Coleman was joined in her leadership of the Ann Arbor campus by Phil Hanlon, Provost and Executive Vice President for Academic Affairs, and Donald J. Lewis Collegiate Professor of Mathematics in the College of Literature, Science and the Arts.

TO APPLY

Nominations and applications will be reviewed beginning in August 2012, and will be accepted until the position is filled. Individuals from underrepresented groups are strongly encouraged to apply. All inquiries, nominations, and applications will be treated in a confidential manner. Questions about the position may be directed to Vice Provost Janet A. Weiss, Chair of the Bentley Library Search Advisory Committee, at janetw@umich.edu.

For those interested in the position, please send a letter expressing interest and a full CV electronically to Kati Bauer, the staff support for the Search Advisory Committee at bentley.director.search@umich.edu.

The University of Michigan is an equal opportunity/affirmative action employer.

The following is the link to the job posting on the University of Michigan website: http://umjobs.org/job_detail/71744/director