



## Meadville Lombard Theological School Special Collections Steering Committee Chair Description

*Last updated August 03, 2020*

All policies are subject to change.

A Special Collection at Meadville Lombard is a compilation of archival materials pertaining to a single event, theme, or movement within Unitarian Universalism. Our Special Collections empower communities underserved by archives to preserve and make accessible their history on their terms.

Special Collections are guided by a steering committee of UU religious professionals, lay UU's, and other stakeholders who are members of the community the Special Collection serves. Each steering committee is led by a chair recruited and recommended by Meadville Lombard's archivist and appointed by the VPSAA for a two-year term.

### **Requirements:**

- A meaningful and accountable relationship with the community served by the Special Collection
- A connection with Meadville Lombard Theological School
- A commitment to the mission of the Special Collections

### **Responsibilities:**

- Leading the steering committee in formulating a vision for the Special Collection, including new archival acquisitions, digitization projects, and other programming
- Acting as a contact for the Special Collection when reaching out to other organizations
- Working with a MLTS archivist, convene least two online/phone meetings a year of the entire steering committee
- Working with a MLTS archivist, seek out grants and donations to support the Special Collection
- Working with a MLTS archivist, recruit members to serve on the steering committee

### **Role of MLTS Archivist:**

- Advising Special Collection Chair

- Implementing library and archive policy
- Running day-to-day operations of the archive (processing, digitization, and patron support)
- Managing the execution of grants and donor projects
- Handling acquisition logistics
- Connecting the Special Collections to resources (financial and staff) at Meadville Lombard