

American Saddlebred Museum

Librarian Job Description

The American Saddlebred Museum is seeking a part-time Librarian to: 1) inventory, catalog and organize the museum's small library of approximately 2600 volumes of books, magazines and video. 2) identify and preserve (or make a preservation plan) for any items with special needs. 3) make the collection available to the public using OCLC's Cat Express and LibraryWorld, an internationally recognized integrated library management system (ILS) source for libraries; and 4) launch a public awareness campaign, making the collection known to a wide public.

This is a grant funded, non-renewable position of 25 hours per week for 16 months, start date of January 3, 2022.

To apply, send a cover letter and resume to museum@asbmuseum.org. Review of applications will begin October 25, 2021 and continue until the position is filled.

Qualifications:

Qualified candidates will hold a Master's Degree or be pursuing a Master's Degree from an ALA-accredited Library Science and/or Information program. Must have experience with library management systems. Must be familiar with library best practices in cataloguing and database management including AACR2, MARC 21, RDA, LCSH, and general cataloging and access guidelines. Must have familiarity with storage and preservation guidelines established by the American Institute for Conservation (AIC), the Library of Congress, and the American Alliance of Museums (AAM).

Job duties:

- Inventory and identify objects in the museum's collection, ensuring each object is properly labeled and cataloged in LibraryWorld online database
- Ensure objects are properly stored according to best practices
- Evaluate and improve space utilization
- Reduce duplication of journal issues
- Prepare journals and damaged books for commercial binding
- Inspect binding shipments for quality control
- Develop collection policies according to recognized industry standards and the American Saddlebred Museum's mission
- Establish a preservation plan to ensure the long-term accessibility of the collections
- Create and execute an outreach plan to make targeted audiences and the general public more aware of the collections and to increase scholarly and individual use
- Advise museum staff on the proper care and maintenance of the collection
- Develop a sustainability plan to support ongoing collection maintenance after the end of the grant period