

Library Services Supervisor – Rare Books (#220039)

POSTING PERIOD: 04/05/2022-05/05/2022

Job Summary: The Library Services Supervisor for Rare Books & Special Collections (LSS) will work to conserve, develop, manage, and promote the Library's rare books and special collections, implement policies and procedures to ensure secure access and long-term preservation of the collections and develop relationships within the local community designed to foster current and future interest and care of the collection. Under the general supervision of the Library Services Manager-Local History, Archives, and Special Collections, the LSS leads the development and implementation of core library services and programs that positively impact their library users and the community at large. The LSS coordinates and leads access, services, engagement, programs, exhibits and activities for researchers and learners. The LSS will integrate technologies, processes, resources, and people to sustain in-person and digital access to rare books and special collections for all types of research, exhibits and community use. They will provide location-based services and support system-wide interest, engagement and learning for staff and customers.

The LSS will take a lead role in managing the existing and on-going access, arrangement, cataloging, digitization, discoverability, and exhibition of main and system-wide collections, both physical and electronic. The LSS is expected to exercise independent judgment in conducting and responding to research and analysis in support of requests for historical information and of a diverse user population working with rare books and special collections including local history materials

Location: CLP-Main Library PA Department (Oakland), Pittsburgh, PA.

Work Hours: Salaried, full-time position with a base schedule of 37.5 hours per week, plus extended hours as needed.

Compensation: \$52,000 annually, dependent on experience.

Hiring Supervisor: Amy Welch, Library Services Manager – PA Department

Education and Physical Requirements:

- Master's degree in Library Science from an ALA accredited university;
- Physical ability to bend, stoop, stand and/or sit for long periods of time, push heavy book trucks, and lift heavy loads (frequently up to 20 lbs, occasionally up to 50 lbs);

Skills, Knowledge, Abilities & Experience:

- Five (5) years of recent professional experience with a primary responsibility for managing rare books and special collections and providing related services at a public or academic library is required;
- Experience in managing projects, guiding and supervising staff, interns and volunteers.
- Excellent communication, interpersonal and presentation skills;
- Proficient with existing technology; flexible and eager about new technologies;
- Ability to train others, including staff and community members;
- Knowledge of current archival management best practices for physical and digital collections;
- Ability to thrive in a busy, urban library environment;
- Knowledge of reference and search tools available through CLP;
- Demonstrated ability to support, respect and commit to embracing diverse backgrounds, values, abilities, and points of view in order to provide service in an equitable and fair manner.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, ancestry, age, disability status, marital status, pregnancy, veteran status, sexual orientation, gender identity and expression, genetic information, political affiliation or any other protected characteristic in accordance with applicable laws and regulations.

Responsibilities include, but are not limited to:

- Understands, advocates for, and engages library users and the community to ensure the service needs are addressed through the design and implementation of relevant programs and services; and builds communities through meaningful interactions with customers;
- Provides direct access to, and responds to informational and reference requests based on the Library's special collections while adhering to CLP policies and procedures;
- Designs and leads virtual and in-person community engagement including, but not limited to, programs, services, classes, outreach, exhibits, tours, resource guides, social media and networking;
- Guides the identification, cataloging, appraisal, maintenance, acquisition, and storage for all materials of lasting value for Carnegie Library of Pittsburgh and the local community;
- Creates documentation about the content of, and procedures relating to, special collections;
- Performs condition assessments of library materials and coordinates priorities for conservation, digitization, and/or reformatting of historically important, heritage items or collections in conjunction with the Coordinator of Conservation, Preservation and Access;
- Develops skills and abilities of staff through coaching, learning opportunities, direct and indirect work assignments, building and extending trust, driving creativity and innovation and empowering staff to work to the top of their classifications to achieve the library's goals;
- Recommends and develops policies for collections care, and preservation that define the process of description, handling, access methods, and security based on sound special collections management principles;
- Develops, coordinates and manages volunteer relationships to support community-driven programs, services, and enhancements to visitor experiences at CLP-Main;
- Builds and maintains relationships within the local, state, and national institutions and rare book communities; establishes liaisons, facilitates relationships with other libraries, agencies, and volunteer groups to build community partnerships for effective service;
- Guides and follows policy in the selection and accessioning or deaccessioning of materials that may have continuing legal, historical, or monetary value to the Library;
- Ensures adherence to national, state, and internal practices and standards for special collection policies and procedures that govern intellectual access and control;

Clearance and Travel Requirements:

- PA State Criminal Background Check, PA Child Abuse History Clearance, FBI Fingerprint Criminal Records Check and Mandated Reporter Training upon offer of employment.
- Ability to independently travel locally, regionally and nationally as required.

Interested in Applying? Go to <https://cssclp.sentricr.com/?requisition=335> by May 5, 2022 to apply.

Carnegie Library of Pittsburgh - Philosophy of Service

Our customers are our first priority. The staff of Carnegie Library of Pittsburgh are committed to providing the highest level of service to satisfy the needs of every customer: those who use our facilities, materials, and services; those who access us electronically; the individuals and organizations with whom we interact; and our team of colleagues. We value our role in providing access to a world of information for all people and our impact on the development of a learning society. Our goal is to create a service environment that inspires customer confidence, loyalty and many return visits.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, ancestry, age, disability status, marital status, pregnancy, veteran status, sexual orientation, gender identity and expression, genetic information, political affiliation or any other protected characteristic in accordance with applicable laws and regulations.