



**Maine Historical Society
Job Description**

Reference Librarian

POSITION TITLE: Reference Librarian
STATUS: Non-exempt
SCHEDULE: Part Time/ 25 hours per week
REPORTS TO: Director of Collections & Research
DATE: 8/30/2019

1. POSITION SUMMARY

The MHS Reference Librarian provides reference and public services to MHS' Brown Research Library patrons, including answering in-house and remote inquiries using primary, secondary and electronic resources; provides patron orientation, bibliographic, and user instruction; and implements library policy and procedure. The position also helps maintain an orderly reading room; retrieves and re-shelves materials; and performs stack maintenance. The MHS Reference Librarian engages in collection development, specifically library materials (books, journals, serials); and supports MHS collections staff with donor communication and collection intake. The position is part of the Brown Research Library's front-line staff and serves a representative of the Collections & Research department.

2. DIRECT REPORTS

This position does not supervise staff

3. FUNCTIONS AND RESPONSIBILITIES

I. Reference

- Provides reference services for in-house, electronic and telephone inquiries, including: reference interviews, patron communication, and written replies
- Provides patron orientation, including: researcher registration, outlining reading room policy, procedures and collections handling; and promotes MHS membership or collects use fees
- Implements reading room security
- Provides bibliographic instruction for MHS databases, including internal (Minerva/OPAC; Maine Memory Network; Collections Database; Members Only resources) and subscription databases (Ancestry.com; Heritage Quest, JSTOR)
- Retrieves and re-shelves materials in open and secure stacks, as well as MHS offsite storage
- Helps maintain a clean, secure and clutter-free reading room
- Maintain library visitation statistics
- Stack maintenance, including: shifting collections, re-shelving, re-housing and light preservation work
- Makes, supports or recommends necessary updates to catalogues, finding aids or housing labels
- Supervise volunteers, when applicable
- Other library related duties as assigned

II. Collection Development

- Supports collections staff by communicating with donors about potential acquisitions
- Accepts and documents incoming materials, including receipts and prospectus
- Reviews/compares condition and scope of incoming items, specifically library materials
- Manages incoming journals and serials, including subscription invoices, redundancy, and gaps

4. REQUIRED QUALIFICATIONS

- A degree or graduate coursework in Library Science, or a related field with equivalent work experience
- Demonstrated experience in a library reference capacity
- Proficiency in searching a library catalogue
- Demonstrated experience with special collections and archives, including collection handling
- Strong communication skills: listening, written, and verbal
- Strong computer skills and ability to learn new programs when needed
- Ability to solve problems in a changing environment; high degree of flexibility and adaptability
- An open and positive attitude and enjoy working with the public
- Ability to adhere and implement institutional protocol
- Ability to work independently or as part of a group
- Ability to multi-task and facilitate several projects simultaneously
- Ability to lift 25 lbs. and reach above one's head

5. PREFERRED QUALIFICATIONS

- MLS in Library Science from an ALA Accredited Institution
- Working knowledge of Maine history
- Familiarity with genealogical research and family history
- Working knowledge of Past Perfect museum software
- Familiarity with PC platforms, WINDOWS and Office 365
- Experience with archival processing and finding aids

6-WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in an office environment using basic office equipment such as a computer, printer, telephone and copier. Work requires sitting, walking, lifting, as well as occasional driving to and from various MHS facilities.

7- SCHEDULE & COMPENSATION:

The schedule is Tuesday-Thursday (9-5pm) and Saturdays (12-4PM) for a total of 25 per week. Occasional evenings are required for MHS programs.

\$18.00/ hr with paid (accrued) vacation and sick leave.

CONTACT:

Interested parties should email a cover letter, resume and two professional references to Jamie Rice, Director of Collections & Research at: **Jrice@mainehistory.org** by September 27, 2019

Or mail to: Jamie Rice Maine Historical Society 489 Congress St. Portland, ME 04103