

Job Title:	Preservation Librarian	Job Category:	Exempt
Department/Group: Collections & Access			
Location:	Wilmington, DE	Travel Required:	Minimal
Level/Salary Range:	\$49,000	Position Type:	Full-time
Will Train Applicant(s):	Yes	Posting Expires:	When filled
Applications Accepted By:			
Email: ebonagura@blackwellhr.com		Please include résumé, cover letter, and 3 professional references.	
Subject Line: DHS Preservation Librarian			

Reporting directly to the Chief Curator, the Preservation Librarian is responsible for long-term care of and access to library, archival, and digital collections for the Delaware Historical Society (DHS). Based in the DHS Research Library and Archives, the Preservation Librarian performs duties related to preservation planning, archival processing, digitization and digital asset management, environmental stability, and collections care.

Essential Functions and Responsibilities:

- Manages DHS Digital Collections platform, including vendor and platform evaluation, digitization and metadata creation, staff training and documentation, communications with vendors on software, hardware, storage and other components
- Establishes metadata schema and controlled vocabularies; exercise quality control of metadata records
- Arranges, describes, and processes archival collections and creates finding aids to assist researchers
- Works with Collections and Access staff to ensure safe housing, storage, and handling of collections
- Provides reference services to DHS Library visitors and researchers 8 hours per week; answers research queries from public and staff, fulfills image and digitization requests
- Liaises with vendors to evaluate and ensure smooth operation of library and archives online catalog/content management systems, including support tickets, upgrades, periodic migrations, and customizations
- Manages environmental monitoring program, including ongoing temperature, humidity, and light monitoring, and data collection
- Works with Director of Buildings and Grounds to oversee integrated pest management program in collections storage areas, including ongoing vendor communication, inspections, monitoring, and data recording
- Develops/updates preservation policies and procedures related to digital preservation, integrated pest management, environmental control, collections handling, etc. to ensure long-term care of collections

- Works with Chief Curator and Collections and Access staff attain physical and legal control of donations

Periodic/As Needed Functions:

- Works with Chief Curator and Director of Education to support archival and digital components of education programming, including locating and digitizing primary sources from DHS collections
- Collaborates with Chief Curator, Collections and Access staff, and Collections Committee to develop and update collections management policies, procedures, and documentation
- Makes appropriate collections-related updates to disaster and emergency preparedness plan
- Coordinates preservation needs assessments with external vendors
- Assists with library orientation, tours, and programming, contribute to society-wide initiatives (e.g. DEAI workshops and planning, strategic planning, etc.)
- Assists with curation of temporary exhibits

Supervisory Responsibilities:

- Supervises work of graduate assistants and interns working in the research library where appropriate

Qualifications

Education and Experience Requirements:

- Master's degree in Library and Information Science or Archival Studies. Other relevant degrees combined with demonstrated experience may be considered.
- Minimum 2-3 years hands-on experience with library/archival collections and digital asset management solutions

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of principles of archival collection management and preservation best practices required
- Extremely detail-oriented and experienced with standard computer word processing and spreadsheet software, including Microsoft Office 365 suite and Google applications
- Experience with digital asset management systems and archives content management systems (i.e. ArchivEra or ArchivesSpace) required
- Excellent verbal and written communication skills; ability to articulate complex technical concepts to non-technical staff; patience for training and supporting interns and staff with archival description and digital asset management workflows
- Ability to arrange and describe archival materials
- Applied knowledge of archival and digital library descriptive standards such as DACS, Dublin Core, Library of Congress authorities
- Familiarity with copyright and privacy issues preferred
- Experience delivering reference services to patrons in a special collections repository
- Demonstrated ability to work both independently and in a team environment where consultation, flexibility, collaboration, and cooperation are essential

- Willingness to establish and maintain effective working relationships with staff and vendors
- Ability to interpret historical themes using primary sources in exhibits, programming, and publications preferred

Additional Information

Work Schedule:

35 hours per week. Monday - Friday, 9am–5pm. Occasional evening and weekend hours required.

Benefits:

DHS offers a competitive benefits package including medical, dental, vision, life insurance, retirement plan with employer match, and generous leave time.

Physical Demands:

- Operates a computer and other office productivity machinery, such as a copy machine and computer printer
- Requires ability to lift and move large bins filled with education props and materials
- Cleans and organizes storage rooms and closets and occasionally dusts, vacuums, and sweeps museum galleries
- Long, uninterrupted periods of time standing and walking.

About the Delaware Historical Society:

The Delaware Historical Society), founded in 1864, preserves, promotes, and shares Delaware’s history in a welcoming environment to educate, inspire, and empower people and communities. DHS is an independent, non-profit, non-government historical society founded in 1864. It stewards nine historic buildings, eight of which are in Wilmington and straddle the 500 block of Market Street. The ninth is the George Read II House & Gardens in Historic New Castle, situated adjacent to the First State National Historical Park, and overlooking the Delaware River. To learn more visit www.dehistory.org.

The Wilmington campus includes the Old Town Hall (1798) adjoining the Delaware History Museum and the Jane and Littleton Mitchell Center for African American Heritage (created in 2016). Across the street from these museum buildings (which include the museum store and staff offices) stands the DHS Research Library, the Library Annex (in the 1816 Robert Porter House), and the four Colonial-era buildings that comprise Willingtown Square. Each of the Wilmington buildings are contributing properties to the Market Street Commercial District on the National Register of Historic Places.