



## THE NEWARK PUBLIC LIBRARY

5 Washington Street • P.O. Box 630 • Newark, NJ 07101-0630

[www.npl.org](http://www.npl.org)

<b>Job title</b>	<i>Special Collections Librarian</i>
<b>Reports to</b>	<i>Supervisor of Special Collections and Assistant Director of Special Collections</i>

### Job purpose

Oversees functions such as, but not limited to, developing and maintaining policies and procedures; preservation and safeguarding of special collections and specimens; processing items; digitization; online and face to face exhibits and displays; acquisitions of fine prints, rare books, and reference materials; finding aids, inventory, and catalog records creation; Special Collections instruction and tours; promoting and engaging users through innovative programs and outreach; developing and augmenting relationships with arts organizations; and does other related duties as required.

### Duties and responsibilities

Provides research services, answering reference questions of varying difficulty and explaining the use and availability of reference sources in all appropriate formats.

Conducts research on collections.

Determines content and arrangement of library material for displays, exhibits, and special library programs.

Reviews collection records and assembles information and material for use in exhibit catalogs.

Handles acquisition of loans and donations of works on paper, art books, and rare books to the Library.

Supervises the establishment and maintenance of records including permanent inventory, loans, and donations.

Monitors the shipping and receiving of art objects; schedules pick-ups and deliveries, and oversees the packing and unpacking of materials.

Orders reference books for Special Collections and purchases fine prints and artists' books for Special Collections.

Orders art books for the General Reference Department and for the circulating collection.

Supervises the cataloging and maintenance of the collections.

Creates finding aids.

Articulates a vision for services in the Special Collections that bolsters the Library's Strategic Plan and incorporates dynamic activities in the areas of discovery, teaching, preservation, digital preservation and presentation, and outreach to new and existing audiences.

Develops and conducts library programs such as library tours and educational programs for the purpose of informing the community about library collections.

Prepares clear, accurate and informative narrative and statistical reports.

Maintains files and records.

Participates in outreach events, seeks out new opportunities to promote the library, and represents the library at any art-related events in the community.

Establishes and maintains effective work relationships with community organizations, school groups, library associates and the general public.

Represents library at meetings and conferences for the purpose of keeping informed about current and emerging library services and technical developments and improving methods and techniques of information services and digitization.

Serves as technical liaison for all matters regarding the digital archive. Responsibilities may include assisting our vendor with migrations and representing the library on an advisory board.

Develops revised methods or techniques to increase efficient work operations.

Develops and recommends short and long range plans for program development and operations.

Schedules and monitors the use of storage areas for the safety of the collection.

Supervises student interns and develops programs that allow them to receive school credit.

Supervises volunteers.

## **Qualifications**

A Master's degree in Library or Information Science in a library program accredited by the American Library Association or from a New Jersey Master's program in Library Science that has been deemed acceptable by Thomas Edison State College.

Knowledge of theories, objectives, principles, and techniques of librarianship.

Knowledge of and practice in techniques and methods of developing, expanding, and managing special collections, and of classifying, documenting, and caring for specimens, artifacts, or objects of artistic or historical value or significance.

Knowledge of procedures used in cleaning, storage, and protection of objects in use and in storage.

Knowledge of conservation standards.

Knowledge of digitization standards.

Knowledge of inventory cataloging and maintenance of records.

Knowledge of loan and donation procedures.

Knowledge of current library technology, trends and innovations.

Ability to prepare clear, sound, accurate, and informative narrative and statistical and other reports containing findings, conclusions, and recommendations.

Experience working in Special Collections or Archival environments; digital collection management, exhibit creation expertise, and grant writing preferred.

### **Physical requirements**

Must be able to lift large boxes weighing a maximum of 25 pounds and carry, push, and pull, trucks of materials.

Some combination of stooping, kneeling, and crouching.

### **Direct reports**

Supervisor of Special Collections  
Assistant Director of Special Collections

### **Deadline to apply:**

Please send a cover letter expressing your interest in the position, resume, and three references to:

Leslie J. Colson  
Assistant Director for Human Resources  
Newark Public Library  
5 Washington Street  
P.O. Box 630  
Newark, NJ 07102  
[lcolson@npl.org](mailto:lcolson@npl.org)

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