



Job Title: Access Librarian
State Equivalent Pay Grade: 22
FLSA Status: Full-time, Exempt
Supervisor: Librarian
Last Revised: August 23, 2023

General Description

The Access Librarian plays a central role in facilitating access to the Vermont Historical Society Library's varied research collections, through cataloging, digitization, and building relationships with educators and scholars. The position leads the library's program of cataloging books, serials, maps, manuscripts, oral histories, born digital collections, and other materials in the Society's library, blending national cataloging standards with institutional past practices. The Access Librarian collaborates with and leads other catalogers at the Society on both routine and special cataloging projects. The incumbent manages the online public access catalog (OPAC), ensuring proper maintenance of its underlying software, and leads the construction and maintenance of existing and future digital collections platforms.

The Access Librarian builds relationships with research communities, through both library reference services and collaboration with the VHS education department. As part of a team of Library staff, the position provides reference services to patrons in person, over the telephone, and through email and the mail. Additionally, the Access Librarian supports educational programming created by VHS educators.

The Access Librarian collaborates with the Librarian and Director of Collections and Access to set and implement library policies and priorities.

Primary Responsibilities

- Coordinates cataloging for all books, serials, maps, manuscripts, oral histories, born digital collections, and other materials in the Society's library using the Dewey classification system and VHS standards
- Ensures compliance with national and international cataloging standards, as well as culturally appropriate language and description.
- Maintains the library's current Omeka-based digital platform and participates in the planning

for future digital projects.

- Updates library software and troubleshoots technical issues with the online public access catalog and other IT solutions in use across the Library.
- Provides in-person and virtual reference assistance to researchers, as well as other VHS staff.
- Supports educational programming using library resources.
- Identifies library user groups for expanded outreach.
- Works with the library assistant(s) and volunteers in preliminary bibliographic searching, book labeling, bar-coding, shelving, and filing of shelf list cards.
- Advises the Librarian on the acquisition of print and electronic reference sources.
- Conducts routine collections care, including safely housing materials, preventative conservation, and climate monitoring.

Relationships

The Access Librarian reports to the Librarian as part of the Collections and Access Department and works closely with the library assistant(s) and library volunteers.

Environmental Factors

- Duties are performed in a standard office setting, based in Barre, Vermont.
- Moderate travel requirements may occur, for which a valid driver's license is required.
- Occasional weekend and evening work will be required.
- Must be able to lift and move 40 lbs.

Required Qualifications

- Master's degree from an ALA-accredited program
- 3 or more years experience in special collections or archives completing in original cataloging of mixed materials
- Demonstrated interest in U.S. history
- Familiarity with MARC21, Dublin Core, and DACS rules
- Experience with assigning Library of Congress Subject Headings
- Experience working with integrated library systems and OCLC Connexion
- NACO training, or a willingness to be trained, preferred
- Experience in management, creation of metadata, and quality control for digital databases
- Excellent interpersonal, oral, and written communication skills.

Desirable Qualifications

- Knowledge of, and strong interest in, Vermont history.
- Ability to juggle competing demands on time.
- Demonstrated ability to adapt historic library practices to modern patron needs and evolving standards.