



Congregational
Library & Archives
History Matters

Job Title

Collection Accessibility Project Specialist

Job Purpose

Under the direction of the Librarian, the Collection Accessibility Project Specialist is responsible for improving and expanding access to the CLA's library collection. The Collection Accessibility Project Specialist will continue a collections access project to identify and analyze uncatalogued material in order to create a systematic organization and cataloguing plan. The Project Specialist will use the data captured during this inventory to help the CLA gain better intellectual control over its collections and assist the Librarian in prioritizing future work. The Project Specialist will receive training in creating bibliographic records in the CLA's online catalog for newly acquired and previously uncatalogued items in the library's collection through copy cataloging. This is a one-year, part-time (17 hours per week) grant-funded position with the possibility of renewal for a second year.

Job Duties and Responsibilities

- Conducts Inventory (65%)
 - Verifies items are in their correct location according to the shelf list.
 - Notes and flags missing or uncatalogued items, and duplicate or partial call numbers.
 - Assists the Librarian in evaluating items for deaccessioning by researching their relevance to the collection.
 - Assists the Librarian in prioritizing portions of the collection to be cataloged.
- Contributes to Collection Accessibility (25%)
 - Creates unique call numbers using the library's classification scheme.
 - Performs simple and complex copy cataloging using OCLC WorldShare Record Manager.
 - Uploads and edits catalog records in the Library's ILS, Softlink Liberty 5 according to local cataloging policies.
- Contributes to the success of Congregational Library & Archives by performing all other duties as assigned (10%)

Required Qualifications

Education & Experience

- Current or recent enrollment in a Simmons MSLIS program.
- 0-1 year experience in a library.

Knowledge, Skills & Abilities

- Professional curiosity about library and archival theory, concepts and methods, American, Congregational and religious history and other topics related to the collection.
- High level of attention to detail.
- Ability to work independently.
- Ability to communicate effectively in both oral and written formats.
- High level of proficiency with computers and desktop applications, including Microsoft Office suite (especially Word and Excel).

Preferred Qualifications

Knowledge, Skills, and Abilities

- Familiarity with proper handling of historical materials.
- Familiarity with working with an ILS
- Interest in and aptitude for learning cataloging content standards and formats such as MARC, RDA, and LCSH.
- Familiarity with cataloging web applications such as OCLC WorldShare Record Manager and RDA Toolkit.

Working Conditions

- Work must be completed on-site, in person.
- Work requires frequent exposure to dust.
- Some ascending and descending of stairs.
- Moderate physical activity. Requires handling of average-weight objects up to 50 pounds and some standing or walking.
- Work is normally performed in a typical interior/office work environment. Must be able to work in an office setting where the temperature is set to a constant 68°F.

Compensation:

The compensation is \$20/hr. This position provides no other benefits.

Deadline: October 15, 2024 (your admission application, supporting documents, and fellow application must all be received by this date)

How to apply: To apply, please email a current resume and letter of interest specifically addressing the requirements of the position to slisadm@simmons.edu. Use the subject line: “Congregational Library Fellow” and send it from the same email address you used on your admission application.

About the Congregational Library & Archives:

The Congregational Library & Archives (CLA) is an independent research library located in Boston, Massachusetts. Established in 1853, the CLA is a repository for some 225,000 books, pamphlets, periodicals, and manuscripts documenting the development and growth of the Congregational tradition in the United States as well as Canada and Great Britain. The CLA's mission is to foster deeper understanding of the spiritual, intellectual, cultural, and civic dimensions of the Congregational story and its ongoing relevance in the twenty-first century by collecting and sharing materials and by actively engaging with, among others, scholars and the general public.

The Congregational Library & Archives encourages and welcomes diversity throughout the organization. The CLA does not discriminate and protects against harassment based on race, color, national origin, religion, gender, gender identity, sexual orientation, age, disability, veteran status, marital status, or any other characteristic protected by law. The CLA employs people based on ability, experience, education, and character.

The CLA's policy applies to all aspects of employment, including recruitment, hiring, retention, promotion, compensation and benefits, working conditions, performance evaluation, professional development, disciplinary action, and termination.