RESEARCH SERVICES LIBRARIAN (FULL-TIME, EXEMPT)

ORGANIZATION
The Historical Society of Washington, D.C. is a community-supported educational and research organization, 501(c) (3) that collects, interprets, and shares the local history of our nation’s capital in order to promote a sense of identity, place and pride, and to preserve this heritage for future generations. Founded in 1894, it serves a diverse audience from its new DC History Center, co-located with an Apple flagship store in the beautifully restored Carnegie Library at Mount Vernon Square. There the public has access to the Kiplinger Research Library, three exhibit galleries, and the DC History Center Store.

The Kiplinger Research Library’s extensive collections document more than 200 years of Washington history, and serve the interested public and school groups of all ages. The collections form the basis of public programs and workshops, such as teacher training, house histories, and graphic design inspirations, as well as the content of the exhibits. The Historical Society also publishes Washington History magazine, the only publication dedicated to new research in local history.

POSITION SUMMARY
The Research Services Librarian serves the public by providing access to the non-circulating collections of the Historical Society of Washington, D.C., by staffing library orientations and research programs, and by responding to in-person, phone, email and letter queries. S/he reports to the Library & Collections Director.

PRIMARY RESPONSIBILITIES
The Research Services Librarian provides reference services in the Kiplinger Research Library as well as through remote library services. In collaboration with the Library & Collections Director, s/he develops and implements special collections library procedures that support the preservation of and access to historic collections in all formats. The Research Services Librarian manages day-to-day activities in the Kiplinger Research Library, working with the volunteer corps to provide access to collections representing local life in the nation’s capital.

TRAITS AND CHARACTERISTICS
The Research Services Librarian will be a detail-oriented and organized information professional who is enthusiastic about working with novice and skilled researchers alike. S/he will have a passion for sharing the culture, history, and diversity of the city with patrons of all backgrounds and interests.
The successful candidate will have demonstrated experience working self-directed and taking initiative, using exceptional organizational and communication skills in the daily operations of the Kiplinger Research Library. S/he will be an effective collaborator with all levels of staff, volunteers, donors, members, patrons, and the general public. S/he will enjoy learning as well as teaching, and show patience and tact. S/he will demonstrate creativity, flexibility, a positive attitude, and poise in a busy setting serving patrons and staff with high expectations.

DUTIES
The Research Services Librarian

- Welcomes, registers, and assists library patrons according to outlined procedures.
- Answers researcher queries and reference questions in person, and via phone, email, and mail, using professional techniques for analyzing questions and searching resources within the library, including all Special Collections formats and electronic resources.
- Monitors the behavior and conduct of library patrons and ensures that library procedures are followed, especially in regards to the security and preservation of library and archival materials.
- Instructs patrons in the use of all manner of library resources.
- Pulls and re-shelves requested photographs, books, manuscripts, maps, vertical files and other collections materials; fulfills copy orders.
- Responsible for day-to-day management of reference volunteers and interns, overseeing reference services work and long-term projects
- Manages orders for image reproduction; conducts permissions research for publication requests; and manages paperwork and data entry for library services transactions.
- Develops content for and teaches library orientations and related programs for various audiences.
- Manages paperwork and data entry for library services transactions.
- Collects user information and statistics, and identifies ways to improve the research experience for library patrons.
- Works with staff and interns to advance the Society’s social media presence according to established guidelines to regularly promote the library and collections.
- Helps preserve collections by handling materials according to preservation guidelines.
- Opens and closes the Kiplinger Research Library on researcher days, prepares the Library for other events and programs.
- Carries out other tasks as assigned to contribute to the success of the Historical Society and the operations of the DC History Center.

QUALIFICATIONS

- Masters in Library Science from a graduate library school accredited by the American Library Association strongly preferred; or related graduate degree with experience in special collections libraries and archival theory and practice
- Strong verbal and written communications skills required
- Comfort with public speaking and instruction required
- Demonstrated ability to work self-directed yet with a collaborative style required
- Excellent reference skills and ability to relate to patrons of all ages required
- Ability to climb ladders, bend and stoop to access and move collection enclosures and lift archival boxes weighing up to 40 lbs.
Skill in all typical computer applications and equipment (MS Office) required; understanding of new and emerging technologies expected

- Demonstrated willingness to train and supervise volunteers required
- Strong organizational talents required
- Demonstrated experience with local history collections, and with D.C. history specifically desired

SCHEDULING
The Research Services Librarian currently works Monday-Friday, generally 9-5, with flexibility for weekend and evening hours as required for programming and other operations of the DC History Center.

COMPENSATION AND BENEFITS
Starting salary $52,000 - $60,000 based on experience. Benefits include medical, 403(b), and Metro SmartBenefits. Central downtown location easily accessible by all Metro lines.

APPLICATIONS AND INQUIRIES
Applicants must submit a letter of interest and resume, including salary history or requirement. Visit [www.dchistory.org/about/employment/](http://www.dchistory.org/about/employment/) to apply. No phone calls or walk-ins please.

_The Historical Society of Washington, D.C. is an equal opportunity employer._