One Position: Maryland

Posted on **December 23, 2025** by **LLAM News**

Position: Adult Services Supervisor

Location: Westminster, Maryland

Posted: Maryland Library Association

Starting Salary: $57,934.50 – $92,703.00 annually plus benefits

This position ensures CCPL customers have the best experience possible no matter what channel they choose to contact us or service they require.

37.5 hours per week

$57,934.50 – $92,703.00 annually plus benefits

The initial compensation for this position generally falls between $57,934.50 and $60,831.23, contingent upon relevant experience and qualifications.

Must be able to work day, evening and weekend hours

Location: Westminster, Maryland

CCPL Commitment to Quality Service:

At Carroll County Public Library, superior customer service is core to everything we do. This position ensures CCPL customers have the best experience possible no matter what channel they choose to contact us or service they require. We take customer service seriously and this position is essential to our success.

Job summary:

Manages, directs, and participates in the daily operations and activities of the Adult Department in a full-service library, including supervision of assigned staff, collection maintenance, programming, and information service; performs other duties as assigned.

Required Education/Experience:

1. *Bachelor's degree required
2. *Requires 90 contact hours of approved in-service training through Library Associate Training Institute (LATI) within first 2 years of employment or 9 hours of formal academic course work in library science.

3. *Three or more years experience, including at least one year of supervisory experience and at least one of which involves working with adults.
4. *MLIS degree preferred (LATI not required)

How to Apply:

To apply and to view the full job description and employee benefits, please visit our website https://library.carr.org/employment.asp. Online applications must be received by 11:59 pm on **Saturday, December 27, 2025.**

Images

Additional Info

Job Type: Full Time

Job Type : Full-Time

Education Level : Bachelors Degree

Experience Level : Mid to Senior Level

Salary Range – Lowest : $57,934.50

Salary Range – Highest : $92,703.00

Closing Date for Applications : 12/27/2025

Working Model : On-site

URL to Apply : https://library.carr.org/employment.asp

Please see the posting for full details.

Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**, **Public Services**

Four Positions: Maryland

Posted on **December 5, 2025** by **LLAM News**

Position: Assistant Library Manager

Location: Reisterstown

Posted: Maryland Library Association

Starting Salary: $73,866

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule:

This is a full time position working 40 hours a week. All library branch staff will be required to work evenings, Saturdays, and Sundays throughout the year as part of the normal work schedule.

Sunday rotation runs between Labor Day and Memorial Day.

Job Summary:

Under the general direction of the Library Manager, manages and coordinates the maintenance of the library collection and the provision of information, programming and outreach services. Proactively develops, supervises, and evaluates the performance of librarian staff. Collaborates with other management team members to develop and implement a customer service model aligned with community needs and system level priorities. Handles customer, staff and building issues. Participates in Assistant Library Manager management group and other system-wide committees.

- Hires, trains, develops, coaches, supervises and evaluates librarian staff
- Collaborates with the Branch Manager to set performance expectations and customer service goals for librarian staff
- Collaborates with the management team and community organizations to ensure that high quality library services and resources are delivered to customers and meet community needs
- Oversees the maintenance of the library collection and the provision of information, materials advisory and programming/outreach services to diverse users
- In the absence of the Branch Manager, assumes manager duties
- Leads and/or actively participates in branch and system-wide teams, committees and work groups
- Models continuous learning through seminars, workshops, professional affiliations and other means to keep abreast of current and emerging trends. Encourages and supports continuous staff development

- Performs all essential librarian functions as determined by branch and system needs and engages in direct customer service
- Develops and maintains a thorough understanding of BCPL rules and policies and serves as a resource for other staff
- Performs duties related to location specific, specialized services and/or Centers of Excellence
- Must be able to meet scheduling requirements by arriving to work on time and staying until the end of one's shift
- Must be able to work evenings and weekends and be flexible with one's work schedule to meet daily operational requirements
- Must have access to transportation, as needed, to fulfill the responsibilities of the position (including meetings, events and activities at other branch locations or offsite)
- Other duties as assigned

Bargaining Unit Status: Ineligible

Job Requirements:

- Bachelor's degree from an accredited college
- Comprehensive knowledge of library operations acquired through four (4) years of progressively responsible work in a public library setting
- For non-MLS/MLIS candidates: Successful completion of the Library Associates Training Institute (LATI) within two (2) years of date of hire, or 90 hours toward MLS from an ALA accredited college within two (2) years of date of hire with completion of MLS within 3 years of date of hire
- MLS, MLIS or similar degree from an ALA accredited college will be accepted in lieu of two (2) years of experience and must have or be able to secure Maryland State Department of Education Professional Librarian Certification
- Must be able to lift up to 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs.
- Ability bend, kneel, crouch and stretch for extended periods of time
- Ability to stand and/or walk for up to two (2) hours at a time
- Must be able to read small print
-

Applicants for this position will remain in consideration for any Assistant Library Manager position openings at Reisterstown within the next six months and do not need to reapply.

We have a 14 step pay scale. Internal applicants starting pay varies based on their current step on the salary scale. We also offer, as appropriate, overtime pay, comp. time, and differential pay.

The Library offers an excellent benefits package that includes pay holidays, 20 vacation days, 15 sick days, and seven personal days per year. In addition the Library also offers health, dental, vision, life, voluntary long-term disability, pension, deferred compensation, an employee assistance program, flex spending, and Commuter Choice parking and transit accounts.

Additional Info

Job Type : Full-Time

Education Level : Bachelors Degree

Experience Level : Mid to Senior Level

Salary Range – Lowest : $73,866.00

Salary Range – Highest : $73,866.00

Closing Date for Applications : 1/31/2026

URL to Apply : https://bcpl.info/about-us/job-opportunities

Please see posting for full details.

Position **Assistant Library Manager**

Location: Pikesville

Posted: Maryland Library Association

Starting Salary: $75,000 -

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule:

This is a full time position working 40 hours a week. All library branch staff will be required to work evenings, Saturdays, and Sundays throughout the year as part of the normal work schedule.

Job Summary:

Under the general direction of the Library Manager, manages and coordinates the maintenance of the library collection and the provision of information, programming and outreach services. Proactively develops, supervises, and evaluates the performance of librarian staff. Collaborates with other management team members to develop and implement a customer service model aligned with community needs and system level priorities. Handles customer, staff and building issues. Participates in Assistant Library Manager management group and other system-wide committees.

- Hires, trains, develops, coaches, supervises and evaluates librarian staff
- Collaborates with the Branch Manager to set performance expectations and customer service goals for librarian staff
- Collaborates with the management team and community organizations to ensure that high quality library services and resources are delivered to customers and meet community needs
- Oversees the maintenance of the library collection and the provision of information, materials advisory and programming/outreach services to diverse users
- In the absence of the Branch Manager, assumes manager duties
- Leads and/or actively participates in branch and system-wide teams, committees and work groups
- Models continuous learning through seminars, workshops, professional affiliations and other means to keep abreast of current and emerging trends. Encourages and supports continuous staff development
- Performs all essential librarian functions as determined by branch and system needs and engages in direct customer service
- Develops and maintains a thorough understanding of BCPL rules and policies and serves as a resource for other staff
- Performs duties related to location specific, specialized services and/or Centers of Excellence
- Must be able to meet scheduling requirements by arriving to work on time and staying until the end of one's shift
- Must be able to work evenings and weekends and be flexible with one's work schedule to meet daily operational requirements
- Must have access to transportation, as needed, to fulfill the responsibilities of the position (including meetings, events and activities at other branch locations or offsite)
- Other duties as assigned

Bargaining Unit Status: Ineligible

Job Requirements:

- Bachelor's degree from an accredited college
- Comprehensive knowledge of library operations acquired through four (4) years of progressively responsible work in a public library setting
- For non-MLS/MLIS candidates: Successful completion of the Library Associates Training Institute (LATI) within two (2) years of date of hire, or 90 hours toward MLS from an ALA accredited college within two (2) years of date of hire with completion of MLS within 3 years of date of hire
- MLS, MLIS or similar degree from an ALA accredited college will be accepted in lieu of two (2) years of experience and must have or be able to secure Maryland State Department of Education Professional Librarian Certification
- Must be able to lift up to 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs.
- Ability bend, kneel, crouch and stretch for extended periods of time
- Ability to stand and/or walk for up to two (2) hours at a time
- Must be able to read small print

Applicants for this position will remain in consideration for any Assistant Library Manager position openings within the next six months and do not need to reapply.

We have a 14 step pay scale. Internal applicants starting pay varies based on their current step on the salary scale. We also offer, as appropriate, overtime pay, comp. time, and differential pay.

The Library offers an excellent benefits package that includes pay holidays, 20 vacation days, 15 sick days, and seven personal days per year. In addition the Library also offers health, dental, vision, life, voluntary long-term disability, pension, deferred compensation, an employee assistance program, flex spending, and Commuter Choice parking and transit accounts.

Additional Info

Job Type : Full-Time

Education Level : Bachelors Degree

Experience Level : Mid to Senior Level

Salary Range – Lowest : $73,866.00

Salary Range – Highest : $73,866.00

Closing Date for Applications : 1/31/2026

URL to Apply : https://bcpl.info/about-us/job-opportunities

Please see posting for full details.

Position: Systems Administrator

Location: Digital Equity & Virtual Services-Towson

Posted: Maryland Library Association

Starting Salary: $73,866-Starting Salary

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule:

This is a full-time position working 40 hours a week. This position may be required to work evenings, Saturdays and Sundays through out the year as operationally needed.

Job Summary:

The Library and Business Systems Administrator supports, enhances, and develops the Enterprise Resource Planning (ERP) and Integrated Library System (ILS) applications that power daily operations. This role ensures system stability, improves process efficiency, and provides actionable data for decision-making.

Reporting to the Digital Equity and Virtual Services Manager and working in close partnership with the Baltimore County Office of Information Technology (OIT) and library business owners, this position bridges library operations, IT infrastructure and user needs. The Administrator is the primary technical lead for the Library's integrated software systems, combining expertise in library-specific applications with broader systems analysis capabilities.

Core Competencies and Key Responsibilities

Technical Expertise

- Serve as the technical lead for ERP, ILS and related administrative systems.
- Plan, design, implement, integrate, maintain and document system upgrades and enhancements.
- Apply deep knowledge of SQL, databases, APIs and authentication systems.
- Troubleshoot complex technical issues and provide end-user support.
- Maintain operational knowledge of systems functionality and capabilities.
- Serve as secondary organization-wide security coordinator, collaborating with Baltimore OIT to provision, modify and revoke network access permissions during onboarding, role transitions, and offboarding.

System Analysis and Optimization

- Conduct needs assessments and workflow analyses to identify process improvements.
- Analyze systems to resolve problems and propose solutions that support decision making.
- Identify synergies across platforms to improve efficiency and reduce redundancies.
- Leverage data from various systems to support strategic planning and operations.

Project and Process Management

- Translate business requirements into clear, actionable technical specifications.
- Manage and prioritize work using best-practice methodologies to meet project goals.
- Document technical processes and participate in software development and deployment projects.
- Contribute to policy and process improvement using domain-specific knowledge.

Communication and Collaboration

- Collaborate with library business owners, the Planning and Projects department, DEVS and OIT to align technical systems with operational goals.
- Facilitate clear communication between technical systems with operational goals.
- Ensure open and timely updates to the DEVS Manager and relevant parties on project progress and system issues.

Data and Decision Support

- Supports data access and integration across platforms for reporting and analysis.
- Use data insights to inform continuous service improvement and customer satisfaction efforts.
- Contribute to planning and proposals for new technical initiatives based on data trends and user needs.

Customer Service and User Focus

- Deliver functional, reliable, application experiences to internal and external users.
- Design and implement user-focused solutions that improve customer experience and system usability.
- Provide ongoing support and training for system users, ensuring high service levels.

Job Requirements:

- Bachelor’s degree in library science, information science, or computer science; additional experience beyond the minimum will be considered year-for-year in lieu of a Bachelor’s degree.
- 3+ years of experience administering an Integrated Library System (ILS) and/or related systems.
- Demonstrated experience in process documentation and software project management.
- Proficient SQL, database management, API integration, and authentication protocols.
- Excellent analytical and problem-solving abilities.
- Strong verbal and written communication skills, with the ability to explain technical concepts to non-technical users.
- Experience delivering IT services in a library or similar environment.
- Proven ability to manage continuous improvement initiatives and align them with organizational goals.

Applicants for this position will remain in consideration for any System Administrator position openings within the next six months and do not need to reapply.

This position is open until filled.

We have a 14 step pay scale. Internal applicants starting pay varies based on their current step on the salary scale. We also offer, as appropriate, overtime pay, comp. time, and differential pay.

The Library offers an excellent benefits package that includes pay holidays, 20 vacation days, 15 sick days, and seven personal days per year. In addition the Library also offers health, dental, vision, life, voluntary long-term disability, pension, deferred compensation, an employee assistance program, flex spending, and Commuter Choice parking and transit accounts.

Additional Info

Job Type : Full-Time

Education Level : Bachelors Degree

Experience Level : Mid to Senior Level

Salary Range – Lowest : $73,866.00

Salary Range – Highest : $73,866.00

Closing Date for Applications : 1/4/2026

URL to Apply : https://bcpl.info/about-us/job-opportunities

Please see posting for full details.

Position: Adult Services Supervisor

Location: Carroll County Public Library, Westminster, Maryland

Posted: Maryland Library Association

Starting Salary: $57,934.50 – $92,703.00 annually plus benefits

37.5 hours per week

$57,934.50 – $92,703.00 annually plus benefits

The initial compensation for this position generally falls between $57,934.50 and $60,831.23, contingent upon relevant experience and qualifications.

Must be able to work day, evening and weekend hours

CCPL Commitment to Quality Service:

At Carroll County Public Library, superior customer service is core to everything we do. This position ensures CCPL customers have the best experience possible no matter what channel they choose to contact us or service they require. We take customer service seriously and this position is essential to our success.

Job summary:

Manages, directs, and participates in the daily operations and activities of the Adult Department in a full-service library, including supervision of assigned staff, collection maintenance, programming, and information service; performs other duties as assigned.

Required Education/Experience:

- Bachelor’s degree required – MLIS degree preferred
- Requires 90 contact hours of approved in-service training through Library Associate Training Institute (LATI) within first 2 years of employment or 9 hours of formal academic course work in library science.
- Three or more years experience, including at least one year of supervisory experience and at least one of which involves working with adults.

How to Apply:

To apply and to view the full job description and employee benefits, please visit our website https://library.carr.org/employment.asp. Online applications must be received by 11:59 pm on **Thursday, December 18, 2025.**

Images

Additional Info

Job Type : Full-Time

Education Level : Bachelors Degree

Experience Level : Mid to Senior Level

Salary Range – Lowest : $57,934.50

Salary Range – Highest : $92,703.00

Closing Date for Applications : 12/18/2025

Working Model : On-site

URL to Apply : https://library.carr.org/employment.asp

Please see posting for full details.

Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**, **Public Services**

One Position: Maryland

Posted on **November 24, 2025** by **LLAM News**

Position: C1 Library Assistant

Location: Thurgood Marshall Law Library at the University of Maryland Francis King Carey School of Law

Salary: $19.00 per hour

The Thurgood Marshall Law Library at the University of Maryland Francis King Carey School of Law is seeking a Library Services Assistant for a temporary, in-person position. This role is for three months, beginning January 12, 2026, with shifts from 6:00pm–11:00pm on Mondays and Tuesdays. The pay rate is $19.00 per hour. This is a non-benefited, part-time position. Position responsibilities include providing customer service at the library's user services desk and performing collection maintenance tasks.

Interested candidates should email Joe Neumann (jneumann@law.umaryland.edu) with the subject heading: **C1 Library Assistant Application**. In the message be sure to include a copy of your CV and confirmation that you are available to work in-person on Mondays and Tuesdays from 6:00pm–11:00pm.

We look forward to reviewing your applications.

Posted in **Job Vacancies** | Tagged **Law Library**, **Maryland**

Two Positions: Washington DC

Posted on **November 21, 2025** by **LLAM News**

Research Resources & Access Coordinator – Morgan Lewis & Bockius LLP

Location: Washington, DC

Posted: LLSDC

Salary: Unavailable

Morgan, Lewis & Bockius LLP, one of the world's leading global law firms, with offices in strategic hubs of commerce, law, and government across North America, Asia, Europe, and the Middle East, is seeking to hire a Research Resources & Access Coordinator.

Reporting to the Research Resources & Access Supervisor, the Coordinator will support the Research Resources team related to the firm-wide use of digital resources, including password management, cost recovery, usage statistics, subscription database support, resource and connectivity troubleshooting, and technical workflow operations for Research Services staff in all offices.

This position may reside in our Boston, Chicago, New York, Philadelphia or Washington DC offices and offers a hybrid in-office/remote working schedule. Hours may vary in order to support the Team in all US Time Zones / throughout the US domestic offices.

Responsibilities:

- Fulfills requests for database passwords in accordance with licensing restrictions and access methods.
- Maintains accurate user lists associated with digital database and newsletter subscriptions using the Firm's resource management systems.
- Performs necessary system updates and credentialing related to legal and professional staff arrival and departure workflows.
- Works with the Resources & Access and Acquisitions teams to maintain documentation and protocols for workflows.
- Assists the Access Analyst with troubleshooting and testing of digital resources and systems.
- Assists with tasks related to cost recovery, budgeting, and expense tracking.
- Support of the Resource Acquisition, Access, and Systems Analysts, managers, and directors in all tasks related to the utilization of print and digital research resources.
- Perform other related duties as assigned.

Requirements:

- A Bachelor's degree is required.
- Experience with online resource and/or information systems, or in a library setting is preferred.
- Microsoft Office, particularly Excel, OneNote, Teams and Outlook; Sharepoint is a plus.
- Strong interpersonal, written and oral communication skills.
- Knowledge of IP authentication and other basic networking protocols.
- Ability to manage multiple priorities and deadlines with high quality eye for detail.
- Experience working with Integrated Library Systems including OPACs, and with Resource Management applications and familiarity with the Innovative Interfaces platform and/or TRG Quest is plus.
- Strong service orientation and ability to work independently and as part of a team.

To apply please see the full job listing on our career website.

Please see the posting for full details.

Position: Research Librarian – The Supreme Court of the United States

Location: Washington, DC

Posted: LLSDC

Salary: $101,401 to – $156,755 per year

depending upon qualifications (from USA JOBS)

Please note the deadline is Dec. 1, 2025. This job will close when we have received 200 applications which may be sooner than the closing date.

The Supreme Court of the United States has an opening for a Research Librarian.

Research Librarians provide in-depth, comprehensive legal and multidisciplinary research for Chambers, law clerks, Court Officers, staff, and others. Utilizing resources in multiple formats and fields of inquiry, they serve as research experts in culling through the wide array of available materials to provide thorough responses to questions. Research Librarians work under intense time pressure and tight deadlines while determining efficient and effective search strategies to meet the research needs and expectations of Chambers and law clerks. They develop and create new formats and resources for the assembly, organization, and delivery of research results to Chambers and other Court constituencies. They perform collection development through selection responsibilities and resource evaluations. Research Librarians provide training and orientations to law clerks and new employees regarding Library resources and services. They participate in the design and maintenance of a complex relational database for research inquiries. In addition, they have broad programmatic responsibilities for long-term projects that influence the overall effectiveness of the Research Department and the Library.

The full position announcement can be found on USAJOBS: https://www.usajobs.gov/job/850218900.

Please direct any questions to our Human Resources Office.

Please see the posting for full details.
Posted in **Job Vacancies** | Tagged **Government Library**, **Law Library**, **Washington DC**

One Position: Maryland

Posted on **November 21, 2025** by **LLAM News**

Position: Digital Equity and Virtual Services Manager

Location: Towson

Posted: Maryland Library Association

Salary: $99,026 Starting Salary

Job Code: 2025-691
Branch/Department: Digital Equity & Virtual Services-Towson
FT/PT Status: Towson
Salary range: $99,026-Starting Salary

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule:

This is a full-time position working 40 hours a week. This position may be required to work evenings, Saturdays and Sundays through out the year as a part of the normal work schedule.

Job Summary:

Under the general supervision of the Chief Operations Officer, manages the Digital Equity and Virtual Services Department. Determines and implements a technology strategy that ensures that Baltimore County Public Library will be a leader in transforming the community into a digitally equitable place to work, run a business, and acquire education-to live. Determines which emerging and standard technologies are procured for the library system, and for ensuring these technologies are successfully implemented and supported. Provides direction and oversight to the Virtual Services unit, which in turn supports all virtual services and emerging technology training and implementation system-wide. Works

collaboratively with key stakeholders in the organization to create training programs for staff and the public that increase technology and digital literacy and proficiency. Acts as primary point of contact for the Library's internal and external information and communication architecture, which are developed and supported in collaboration with the Baltimore County OIT.

- Hires, trains, supervises, coaches/mentors and holds departmental staff members accountable to performance expectations.
- Ensures that the library provides community members with access to the technologies, information, training, and other infrastructure necessary to attain digital equity; provides additional support for digital literacy and the mastery of digital skills.
- Ensures that all library staff have access to and knowledge about how to use the technology-based tools they need to do their jobs.
- Serves as the Library's liaison to the Baltimore County's Office of Information Technology.
- Exercises appropriate authority in enforcing library rules and policies.
- Provides leadership, guidance, and direction to the Digital Equity and Virtual Services department.
- Participates in leadership, administration, special project, and strategic meetings.
- Represents Baltimore County Public Library at external events.
- Establishes and maintains technology and digital equity focused relationships with local and national business leaders, technologists, educators, elected officials, and others to the benefit of the library and community.
- Researches current and emerging library and general technology, technology advancements, and the impact that technology has or potentially can have on library work and in people's lives.
- Works with library, government, and other data to determine technology and digital equity strategies to best meet the needs of the county.
- Develops business case justifications and cost/benefit analysis for technology implementations and communicates them to key stakeholders.
- Prepares and is accountable for annual departmental budget.
- Is the primary point of contact for developing and maintaining the Library's intranet system and external website; the systems are managed by OIT.
- Oversees the development and maintenance of video and digital assets, including managing and transitioning technology, media, and digital content projects.
- Coordinates system-wide technology projects, such as updates and new tech implementation.

Job Requirements:

- Master's Degree in library science, information technology or an associated field with five (5) years of related experience and at least three (3) years of supervisory experience.
- Experience using web design and development tools and creating and managing digital content and multimedia technologies.
- Must have formal training and professional presentation experience.
- Broad knowledge of network operating systems, library software and web platforms, hardware, digital content, and evolving technologies such as extended reality, artificial intelligence, 3D design, etc.

Applicants for this position will remain in consideration for Digital Equity and Virtual Services Manager position openings within the next six months and do not need to reapply.

We have a 14 step pay scale. Internal applicants starting pay varies based on their current step on the salary scale. We also offer, as appropriate, overtime pay, comp. time, and differential pay.

The Library offers an excellent benefits package that includes pay holidays, 20 vacation days, 15 sick days, and seven personal days per year. In addition the Library also offers health, dental, vision, life, voluntary long-term disability, pension, deferred compensation, an employee assistance program, flex spending, and Commuter Choice parking and transit accounts.

Additional Info

Job Type : Full-Time

Education Level : Masters

Experience Level : Mid to Senior Level

Salary Range – Lowest : $99,026.00

Salary Range – Highest : $99,026.00

Closing Date for Applications : 12/31/2025

URL to Apply : https://bcpl.info/about-us/job-opportunities

URL to Apply : https://bcpl.info/about-us/job-opportunities

Please see the full posting for details.

Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**

Three Positions: Maryland

Posted on **November 14, 2025** by **LLAM News**

Executive Director of Education and Library Services for the Enoch Pratt Library

Location: Baltimore

Posted: Maryland Library Association

Salary: $160,000 to $180,000 annually

The Enoch Pratt Free Library has an opening for an Executive Director of Education and Library Services. The Executive Director will be a key member of the Library's executive leadership team, reporting directly to the CEO, and serving as a strategic advisor in administering core library services.

As one of the most senior roles within the organization, this executive will provide forward-thinking leadership to ensure the Pratt Library continues to meet the evolving needs of Baltimore's diverse communities.

Department: Office of the CEO
Location: 400 Cathedral Street Baltimore, MD 21201
Salary: $160,000 to $180,000 annually
Job Type: On-site Full-Time, Benefits Included

Summary of Duties:

Strategic Leadership & Oversight

- Serve as a member of the Executive Leadership Team, contributing to strategic planning, policy development, and organizational priorities
- Foster collaboration and alignment across all service areas to enhance patron experience and operational excellence
- Promote a culture of equity, innovation, accountability, and professional growth amongst library staff
- Spearhead systemwide education initiatives that encourage lifelong learning, workforce development, and literacy
- Provide direct leadership and oversight for three major departments:
  - Neighborhood Library Services – oversees 22 neighborhood branches and their day-to-day branch operations and services
  - Programs and Outreach – directs systemwide programming, including community engagement initiatives, social impact programs, and other flagship public events.
  - Collections – ensures that the library's collections are responsive, diverse, and accessible, to support the informational and cultural needs of the community.

Educational Initiatives

- Manage relationships with Baltimore City Public Schools, colleges/universities, and other educational institutions.
- Spearhead the development and implementation of programming and resources that complement the local school curricula.
- Solidify the library's role as a trusted educational institution in Baltimore.

Engagement and Partnerships

- Represent Enoch Pratt when needed at community events and forums.
- Build strategic partnerships with local organizations, educational institutions, cultural groups, and city agencies to expand the library's impact.
- Ensure that library services reflect and respond to the needs of Baltimore's residents.

Operations Management

- Evaluate programs and services to ensure they align with the library's goals.
- Oversee budgeting, resource allocation, and performance metrics for all assigned departments.
- Collaborate with other executive leaders to align operational goals with strategic objectives.
- Ensure compliance with library policies, public sector requirements, and professional standards.

Minimum Qualifications:

- Master's degree in Library and Information Science (MLS/MLIS) from an ALA-accredited program
- Seven (7) years of leadership experience in libraries or other large, complex departments or agencies, including experience developing and managing large budgets

Preferred Qualifications:

- Five (5) years of experience in supervising senior-level staff and managing multiple areas of service.
- Experience working in a metropolitan public library system, school system, or a similarly complex environment.
- Fluency in Spanish, Arabic, Chinese, French, Korean, or other foreign languages.
- Multicultural experience.

Required Knowledge, Skills and Abilities:

- Proven ability to engage effectively with elected officials, board members, community leaders, and philanthropic partners.
- Commitment to and passion for the mission of Enoch Pratt Free Library.
- Demonstrated ability to strategically lead with creativity, envisioning, and designing an outstanding employee experience.
- Ability to identify opportunities, think strategically, and implement tactically.
- Effective leadership, critical thinking, and adept problem-solving.
- Proven record of innovation in programming and/or operations.
- Excellent communication, collaboration, and strategic planning skills.

(We reserve the right to withdraw this posting at any time due to overwhelming response.)

Position of Trust: Those under final consideration for appointment will be required to authorize the release of and successfully complete a criminal conviction check.

Financial Disclosure: This position is required to complete a Financial Disclosure pursuant to Sections 7-7, 7-8, and 7-9 of the City Ethics Law.

Please Attach Your Resume To Be Considered.

Additional Info

Job Type : Full-Time

Education Level : Masters

Experience Level : Executive

Salary Range – Lowest : $160,000.00

Salary Range – Highest : $180,000.00

Closing Date for Applications : 12/15/2025

Working Model : On-site

URL to Apply : https://baltimorecity.wd1.myworkdayjobs.com/en-US/EPFL_External/job/Executive-Director-of-Education-and-Library-Services_R0014991

Please see posting for full details.

Library Services Assistant (Full-Time and Part-Time at Multiple Locations)

Location: Baltimore

Posted: Maryland Library Association

Salary: Lowest : $19.06

If you're passionate about learning, collaboration, and community, this is where your next chapter begins.

At Baltimore County Public Library, discoveries happen every day. We inspire curiosity, spark creativity, and bring people together. If you're passionate about learning, collaboration, and community, this is where your next chapter begins.

Under the general direction of the supervisory team, proactively assist customers with their diverse library needs. This includes providing basic information, materials advisory, computer and device assistance and performing support duties such as shelving and merchandising library materials, processing returned materials, assisting with reserves and communicating library rules and policies. Assists with programs and outreach events, based on operational needs of location.

Additional Info

Job Type : Part-time, Full-Time

Salary Range – Lowest : $19.06

Closing Date for Applications : 12/13/2025

URL to Apply : https://bcpl.info/about-us/job-opportunities

Please see posting for full details.

Librarian

Location: Cockeysville and Randallstown

Posted: Maryland Library Association

Salary: Lowest : $49,999.00

Join us and turn your passion for people and ideas into a meaningful career.

At Baltimore County Public Library, we open doors to explore, learn, create, and connect. Together, we're building a more inclusive, connected community—empowering individuals every day. Join us and turn your passion for people and ideas into a meaningful career.

Under the direction of the Library Supervisor, Assistant Library Manager or Library Manager, proactively assists customers with their diverse library needs including providing information, materials advisory, computer and device assistance and performing various collection and circulation duties. Leads programs and outreach events. Serves as librarian-in-charge.

Additional Info

Job Type : Full-Time

Education Level : Bachelors Degree

Salary Range – Lowest : $49,999.00

Closing Date for Applications : 12/13/2025

URL to Apply : https://bcpl.info/about-us/job-opportunities

Please see posting for full details.

Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**, **Public Services**

One Position: Maryland

Posted on **November 7, 2025** by **LLAM News**

Position: Library Branch Manager

Location: Towson

Posted: Maryland Library Association

Salary: $99,026 Starting Salary

Library Branch Manager-Towson
Job Code: 2025-676
Branch/Department: Towson
FT/PT Status: Regular Full Time
Salary range: $99,026 Starting Salary

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule:

This is a full-time position working 40 hours per week. All library branch staff will be required to work evenings, Saturdays, and Sundays throughout the year as part of the normal work schedule.

Job Summary:

Under the general direction of the Regional Customer Experience Manager, the Library Branch Manager is responsible for the overall leadership and daily operations of a public library branch. This includes oversight of circulation, collection development, information services, programming, and community outreach.

The Library Branch Manager oversees branch operations (programs and services) by setting goals, implementing policies, and evaluating outcomes to improve performance. They ensure compliance with regulations, recommend process improvements, and contribute to system-wide planning as a confidential member of the management team.

The Library Branch Manager leads and supports a diverse team, ensuring staff are engaged, trained, and aligned with the library system's values and service priorities. They will direct and approve the planning, prioritizing, assigning, supervising, training, and review the work of a diverse workforce. They will act as a resource and provide direction, guidance, and leadership to staff and will advise on the more complex and sensitive concerns and issues. They may select, direct, and manage the work of contractors and consultants.

The Library Branch Manager fosters a welcoming, inclusive, and high-performing branch culture that reflects community needs and advances system-wide goals. They serve as the primary point of contact for resolving customer, staff and facility issues, and represent the branch in leadership groups and cross functional initiatives.

Through strategic planning, collaboration, and a strong customer service orientation, the Library Branch Manager ensures high-quality library experiences that support learning, connection and equitable access for all community members.

Core Competencies and Key Responsibilities

Leadership & Organizational Culture

- Cultivates a culture of curiosity, innovation, collaboration, accountability, and belonging across the organization.
- Models and upholds standards for internal and external customer service excellence.
- Leads through collaboration, team building, and consultation; mentors, coaches, and models these behaviors for others. Inspires resilience, strategic thinking, and solution-focused approaches among staff.
- Creates a work environment that fosters continuous improvement, values teamwork, and supports strong employee morale.
- Collaborates with branch and department managers and administration to provide overall system leadership.
- Models continuous learning through seminars, workshops, professional affiliations, and other means to stay current with emerging trends.
- Champions diversity, equity, inclusion and accessibility initiatives within the branch and broader library system.
- Fosters a positive and inclusive workplace culture by engaging in labor relations efforts, such as participating in collective bargaining negotiations and/or serving on the Labor Management Committee.
- Serves as a Change Agent, showing adaptability and creative thinking in managing change, resolving challenges, and improving services.

Staff Management & Development

- Leads and supports a diverse team of direct and indirect reports, fostering collaboration and high performance.
- Hires, trains, supervises, mentors, coaches, and holds management staff accountable to performance expectations and makes recommendations for all levels of discipline and terminations. Oversees recruitment, onboarding, training, development, supervision, and evaluation of all branch staff. Encourages and supports continuous staff development.
- Sets and monitors performance expectations and customer service goals collaboratively with branch management and system leadership.
- Evaluates management staff performance, develops Performance Improvement Plans (PIPs), determines merit salary increases, fosters professional growth, and initiates corrective actions when necessary.
- May serve as BCPL's representative in mediations and arbitrations. Addresses and resolves staff concerns and grievances promptly and effectively.
- Facilitates regular one-on-one and group staff meetings to communicate priorities, gather feedback, and promote team cohesion.
- Develops and maintains comprehensive knowledge of library policies and procedures, serving as a resource and guide to staff and customers.

Operations & Facility Management

- Oversees and is responsible for all daily branch operations.
- Manages building issues, security incidents, customer concerns, and staff emergencies.
- Ensures delivery of high-quality library services and resources that meet community needs through collaboration with staff and external partners.
- Performs essential customer service, librarian and circulation functions as needed.
- Develops, administers, assists, and monitors budgets; develops justifications for budgetary recommendations and/or adjustments; participates in forecasting additional funds for staffing and resources; identifies, obtains, and manages funding from grants and community partners; participates in the interpretation, negotiation, management, and enforcement of contracts; coordinates the finalization of budgets to ensure timely submissions of the department budget.
- Manages branch facilities, ensuring cleanliness, safety, and functionality, and coordinates maintenance and repair requests.
- Partners with Chief Operating Officer to identify short-term and long-term capital priorities, offering strategic input on design and implementation.
- Ensures compliance with all health, safety, and security regulations and library system policies.

Programming & Community Engagement

- Collaborates with branch management and community organizations to ensure library services reflect and meet community interests and needs.
- Collaborates with the Chief External Affairs Officer to develop partnerships with schools, local agencies, and community groups to promote library services and programs.
- In collaboration with the Senior Manager of Partnerships and Public Programs, conducts community needs assessments to guide program development and resource allocation.
- Advocates for the library at public forums and community events.

Job Requirements:

Minimum Qualifications

- Bachelor's degree from an accredited college.
- Comprehensive knowledge of library or customer service operations acquired through six (6) years of progressively responsible work experience in a public library or customer service setting.
- Three (3) years of supervisory experience.
- For non-MLS/MLIS candidates: Successful completion of the Library Associates Training Institute (LATI) within two (2) years of date of hire, or 90 hours toward MLS from and ALA accredited college within two (2) years of date of hire with completion of MLS within three (3) years of date of hire.
- MLS, MLIS or similar degree from and ALA accredited college will be accepted in lieu of two (2) years of experience and must have or be able to secure Maryland State Department of Education Professional Librarian Certification.

Physical Requirements

The work of a Public Library Branch Manager is performed in a standard office and public library environment. While performing the duties of this position, the employee is regularly required to:

- Sit, stand, and walk for extended periods of time (up to 2 hours at a time).
- Lift and carry materials weighing up to 25 pounds.
- Push or pull materials on a wheeled cart weighing up to 100 pounds.
- Bend, reach, stoop, and climb short step stools or ladders to access library materials and equipment.
- Operate standard office equipment, computers, and library technology with accuracy and efficiency.
- Communicate effectively in person, by telephone, and electronically.
- Concentrate on detailed tasks for 30 minutes or more at a time.
- Receive detailed information through oral communication.
- Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instruction to other workers accurately and concisely.
- Have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing, viewing a computer terminal; and or extensive reading.

Additional Info

Job Type : Full-Time

Education Level : Bachelors Degree

Experience Level : Mid to Senior Level

Salary Range – Lowest : $99,026.00

Salary Range – Highest : $140,916.00

Closing Date for Applications : 1/1/2026

URL to Apply : https://www.bcpl.info/about-us/job-opportunities

Please check the posting for additional details.
Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**, **Public Services**

Two Positions: Maryland

Posted on **October 31, 2025** by **LLAM News**

Position: Circulation Manager

Location: Harford County Public Library

Posted: ALA

Salary: $48,908.00 – $59,918.00

Job Type

Full-Time

Job Duration

Indefinite

Salary

$48,908.00 – $59,918.00

Library or Company Type

Public Library

Min Experience

2-3 Years

Min Education

Associates Degree

Salary – Type

Yearly Salary

Job Category

Other/Not Listed

Description
The Circulation Manager provides management and oversight of library employees who come into direct contact with the public, ensuring high quality customer service at every opportunity. Responsible for the general operation of the Circulation department of the Level I designated branch, including supervising, scheduling, evaluating, and training circulation staff in order to ensure an exceptional customer experience. Meets minimum public service hours as defined by Library Administration.

Essential Duties:

1. Ensures the efficient and effective operation of the circulation department;
2. Opens and closes the branch, as assigned;
3. Prepares the money reports;
4. Prepares pull-list materials and sends to appropriate location;
5. Performs circulation tasks as needed to include material check-in and out, repairing damaged items, registering customers for library cards, and returning books to the proper shelf location;
6. Resolves internal and external customer complaints;
7. Negotiates fines and fees in accordance with established policies;
8. Books meeting rooms;
9. Troubleshoots branch machinery and computers, as necessary;
10. Prepares schedules to ensure proper staffing levels are maintained;
11. Oversees and manages the branch office supplies;
12. Monitors departmental budget.

1. **Supervision Functions:**
2. Serves as hiring manager and supervises assigned staff, as well as assigned volunteers;
3. Oversees the training of staff and volunteers, as assigned;
4. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
5. Approves annual leave and checks and tabulates timesheets for assigned staff;
6. Prepares monthly reports, meeting agendas, and monthly schedules;
7. Interprets and implements system-wide policies and procedures;
8. Schedules and facilitates department/team meetings;
9. Ensures staff receive and understand system and department communications via written or electronic format.

Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Represents Library at various outreach activities, as needed;
3. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
4. Learns new skills and technologies to retain proficiency in areas of expertise;
5. Is dependable and punctual;
6. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
7. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
8. Performs other duties as assigned.

Reporting Relationship:

This position reports to the Branch Manager. Directly supervises circulation staff. May supervise volunteers.

Work Environment:

1. **Environment includes moderate noises (i.e. an office with conversations, photocopiers, and/or computer printers);**
2. **Requires use of computer for extended periods of time;**
3. **Ability to travel to branch/outside locations is required.**

Work Week:

Work schedule includes day, evening and weekend hours.

In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with the Harford County Public Library's Values statement, customer service guidelines, and all other policies detailed in the Policies and Procedures Manual.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The library administration reserves the right to change, modify, delete, and supplement job duties based on the organization's needs. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. This and all library positions are eligible for system-wide transfer. Harford County Public Library is an Equal Opportunity Employer.

To Apply:

Applications for this position are completed and accepted via online submission only at **www.HCPLonline.org** . Review vacancy announcement and requirements, under Library Jobs tab. **A resume is required for this position; however, a resume will not be accepted in lieu of the online employment application.** Please do not state "refer to resume" on the application. HCPL is committed to diversity in the workplace and is an EOE.

Minimum Requirements:

1. Associate degree required, Bachelor's degree preferred.
2. Two (2) or more years of related job experience with bachelor's degree.
3. Three (3) or more years of related job experience with associate degree.
4. One (1) year of supervisory experience with bachelor's degree.
5. Two (2) years of supervisory experience with associate degree.
6. Ability to work day, evening, and weekends hours.
7. Ability to obtain and maintain a favorable criminal background report.

Knowledge, Skills and Abilities:

1. Knowledge of Circulation and/or Circulation Assistant practices and principles;
2. Knowledge of customer service practices and principles;
3. Extensive experience resolving customer issues with an assertive, empathetic and calm demeanor;
4. Ability to operate relevant computer systems, including hardware and software and office machines;
5. Ability to learn to maintain and organize library materials;
6. Ability to train staff, volunteers, and others as assigned;
7. Ability to prepare and maintain accurate records;
8. Ability to be adaptable, flexible and patient with customers and staff;
9. Previous cash handling experience;
10. Strong communication skills, both verbal and written;
11. Basic math and language skills.

Please see post for more details.

Position: Marketing & Communications Manager

Location: Montgomery County, Maryland

Posted: Maryland Library Association

Salary: $83,665.00 – $134,086.00

Montgomery County Public Libraries (MCPL) is seeking a talented Marketing & Communications Manager to lead our small but dedicated team in delivering innovative and impactful marketing and communication initiatives.

Are you a dynamic, people-focused leader with a passion for inspiring teams and fostering collaboration? Montgomery County Public Libraries (MCPL) is seeking a talented Marketing & Communications Manager to lead our small but dedicated team in delivering innovative and impactful marketing and communication initiatives.

In this influential role, you will oversee the planning, development, and execution of strategic marketing campaigns, branding efforts, and internal and external communications. You will be a key player in nurturing a positive, energetic team environment, empowering staff with your strong leadership, and building lasting rapport across departments and community partners.

We're seeking a leader who prioritizes innovation over rigid processes, with the creativity to think outside the box, a hands-on attitude to roll up their sleeves when necessary, and a strong focus on delivering results.

A proven people manager with exceptional interpersonal and leadership skills.
Passionate about empowering teams and building a positive, collaborative workplace.
Experienced in developing and executing marketing and communications strategies.
A strategic thinker with the ability to foster innovation and team growth.
A strong communicator who values teamwork, adaptability, and a can-do attitude.

What You'll Be Doing?

- Lead and motivate a high-performing Marketing & Communications team, providing mentorship, coaching, and professional development.
- Foster an inclusive, collaborative work culture that encourages creativity, initiative, and a positive vibe.
- Develop and implement marketing strategies that align with MCPL's mission and strategic goals.
- Build strong relationships with internal teams, external stakeholders, and community partners to expand outreach and maximize impact.
- Oversee brand management, visual communications, media production, and social media efforts with an emphasis on innovation and engagement.
- Use data-driven insights to inform campaigns and support continuous improvement.
- Represent MCPL at local, state, and national forums, strengthening our presence and partnerships.

Additional Info

Additional Info

Job Type : Full-Time

Education Level : Bachelors Degree

Experience Level : Mid to Senior Level

Salary Range – Lowest : $83,665.00

Salary Range – Highest : $134,086.00

Closing Date for Applications : 11/12/2025

URL to Apply : https://www.governmentjobs.com/careers/montgomerycountymd/jobs/5126922/

Please see post for more details.
Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**, **Public Services**

Three Positions: Washington, DC

Posted on **October 31, 2025** by **LLAM News**

Position: Senior Resource Coordinator

Location: Arnold & Porter, Washington, DC

Posted: AALL

Salary: Not Specified

Description

The Research Services Department (formerly the Library) of Arnold & Porter has an opening for a Senior Resource Coordinator to join our energetic, creative, and global service team. This position is located in the Washington, DC office.

The Senior Resource Coordinator works as part of a firmwide team to support designated components of the resource management systems for one or more offices, including acquisitions, invoice processing, serials control, and collection services.

Essential responsibilities include but are not limited to:

- Supporting collection services by performing some or all of the following tasks for several of the firm's offices:
  - Establishing and maintaining effective vendor relationships and working with vendors to rectify billing issues.
  - Researching and purchasing approved print resources as well as checking-in, processing and distributing.
  - Processing invoices, recording data in acquisitions databases, and allocating client-matter charges.
  - Sorting and processing mail; establishing and maintaining serials and routing records, and distribution lists; and checking-in and routing materials.
  - Creating and maintaining holdings, item, and patron records and processing new materials in the firm's integrated library system.
  - Maintaining the print collection, including shelving, withdrawing titles, filing and/or overseeing the filing contractor, shifting and shelf reading, as needed.
- Participating in collection review projects as assigned.
- Assisting with off-boarding of new attorneys and staff.

Qualifications:

- Bachelor's degree; major in business administration, accounting or related subject preferred; equivalent experience will be considered.
- Minimum of five years of experience providing collection management or technical services in a library, preferably law or business.

- Experience with library operations, including law or business libraries.
- Knowledge of legal and business literature, including print and electronic resources.
- Experience with integrated library systems.
- Proficiency in Microsoft Office, especially Excel, Word, and Outlook.
- Ability to work independently and as part of a team.
- Very strong organizational skills; including the ability to coordinate large amounts of data.
- Strong analytical skills and an aptitude working with numbers.
- Strong written and oral communication skills and the ability to multitask.
- Exceptional client service.
- Flexibility to work additional hours, as necessary.

The anticipated base salary for this position is $63,200 to $79,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

For benefits information, please click here https://www.arnoldporter.com/en/careers/professional-staff/benefits.

As a nonexempt position, this position is eligible for overtime.

The firm may provide a discretionary bonus annually. Please see post for more details.

Location: Covington & Burling LLP, Washington DC

Position: Library Resources Manager

Posted: AALL

Salary: $135,000.00 – $180,000.00

Description

Summary:

This senior management position in the Firm's Library organization will be responsible for managing digital resources and integrated library systems, leading a team, and working closely with other members of Firm management to ensure that the Library meets the current and emerging information resource needs of the Firm and its clients.

Duties and Responsibilities:

Manage Firmwide library resource operations including electronic resource management technologies, integrated library and related systems, budgeting, and print collection.

Manage and develop the Library's resource operations and systems team.

Coordinate with the Director to acquire, renew, license, and evaluate digital content, ensuring alignment with the firm's guidelines and budget.

Ensure effective management and utilization of digital resources including access and authentication methods such as IP, password, and SAML.

Assist the Director and others to produce the annual budget for all resource subscriptions. Track, monitor, and analyze library expenditure and usage analytics to assist in collection management and budgeting strategies.

Provide effective administration of the integrated library system and library catalog, as well as our digital resource monitoring system, including data integrity, maintenance, and functionality.

Collaborate with the Director and Research Manager on strategic planning for implementing innovative technologies including data integration and workflow solutions to increase the accessibility, utilization, and discovery of research resources.

Oversee the Library's accounts payable workflows and interface with the Firm's accounting systems and staff.

Liaise with IT and/or vendors' technical staff to address issues related to access and functionality of the Library's digital resource systems; assist with evaluation, testing, and system upgrades.

Stay abreast of developments across legal technology, tools, and research/KM resources for consideration to enhance, supplement or replace legacy resources or processes.

Coordinate with the Director and others to ensure maintenance and continued development of the Library's intranet content.

Lead or assist with other projects as needed.

Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Requirements

Qualifications:

BA or BS degree from an accredited college or university is required, with graduate work/degree preferred; an MLS from an accredited graduate Library or Information Resources program strongly preferred.

Minimum 5 years' experience in law library resource management in an Am Law 100 firm or similar environment with progressive increase in management responsibilities.

Thorough understanding of print and electronic resources used by global law firms.

Experience managing an integrated library system (e.g. EOS), and knowledge of electronic resource management systems (e.g., Research Monitor or Onelog).

Ability to use, adapt and apply innovative technologies and workflows.

Ability to analyze and interpret information from a variety of sources, apply critical and creative thinking to develop resource strategies and solutions to complex issues.

Exhibit excellent communication, organizational, and interpersonal skills.

Proficiency in Microsoft Office and other modern law firm productivity software tools.

Please see posting for more details.

Position: Head, Program Section

Location: Legislative Branch, Library of Congress, Washington, DC

Posted: USAJOBS

Salary: $142,488 to – $185,234 per year

Salary: $142,400 to – $185,254 per year

Summary

This position is located in the Congressional Research Service (CRS), Office of the Counselor to the Director (COU), Congressional Programs Section. The position description number for this position is 248934. The incumbent of this position will work a flextime work schedule. This is a supervisory, non-bargaining unit position. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

Duties

The Congressional Research Service (CRS), Office of the Counselor to the Director, is seeking to fill the position of Head of the Congressional Programs Section (CP).

The Programs Section coordinates a variety of CRS programs, seminars, and events (including broadcast, web-based, and other technologies) for Members, committees, and staff of the U.S. Congress. The selectee will directly supervise a team of Public Affairs Coordinators and others, and will lead the planning, coordination, and implementation of a wide range of major programs and services related to congressional client education and outreach. Section activities include:

1. Coordinating regularly scheduled training programs in legislative processes and procedures;
2. Supporting programs and seminars on the federal budget, federal law, and public policy issues;
3. Coordinating policy programs for new Members of Congress and orientations to CRS services for permanent congressional staff and for congressional interns;
4. Coordinating other events for the U.S. Congress and for CRS managers and staff;
5. Providing information to congressional clients about CRS programs, products and services; and

CRS works exclusively for the U.S. Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS is a valued and respected resource on Capitol Hill.

CRS is well known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to Members and Committees.

Head, Congressional Programs Section duties include:

Leads planning, coordination, and implementation of a wide range of CRS Programs, seminars, and events for Members, committees, and staff of the U.S. Congress. Coordinates content and delivery of programs, seminars, and events with managers, subject matter experts, and congressional clients. Develops a budget and monitors expenditures. Maintains a network of subject matter experts who serve as leaders or instructors on public policy issues and topics of interest to congressional clients. Negotiates services contracts and monitors contractor performance.

Designs, develops, and recommends congressional outreach efforts. Establishes and implements guidelines and policies for evaluation and quality assessment of instructional programs, seminars, and events.

Oversees the complete inventory of CRS marketing, publicity, and promotional materials for programs, seminars, events, and congressional outreach activities. Directs development of new materials. Writes and edits content for and coordinates layout, design, and production of marketing, publicity, and promotional materials. Ensures disseminated information is accurate, complete, objective, and free from unauthorized disclosure of sensitive information.

Conducts studies and advises CRS senior management on developments in the fields of performance technology and instructional design for possible application in assessing CRS programs, seminars, events, and congressional outreach activities.

Directly supervises staff in the Congressional Programs Section of the Office of the Counselor to the Director.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Requirements

Conditions of employment

The Supervisor leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and honesty. To view the Library's Supervisory Core Competencies click the following link: Supervisor Core Competencies

Library of Congress employees are prohibited from using illegal drugs, including marijuana. The Library is part of the Federal Government and abides by federal law, so regardless of individual state or District of Columbia laws, marijuana use is illegal, considered criminal activity, and can affect your employment at the Library. In addition, past or current drug use and activities (e.g., selling or distributing) may deem you ineligible for employment.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Ability to plan and execute educational programs and events by applying the basic principles, concepts, and methodologies of events planning and management. **

Ability to supervise. **

Knowledge of the U.S. Congress and its legislative processes. **

Ability to manage projects.

Ability to convey information orally through briefings and other presentations.

Ability to communicate effectively other than in writing.

Please see posting for more details.

Posted in **Job Vacancies** | Tagged **Government Library**, **Law Library**, **Washington DC**

Two Positions: Washington DC

Posted on **October 24, 2025** by **LLAM News**

Position: Chief, Collections Management Division
Location: Washington, DC, Collections Management Division, Preservation Directorate, Discovery and Preservation Services.
Posted: USAJOBS
Salary: $150,160 to – $225,700 per year
Open and Close: 10/01/2025 to 11/14/2025

Summary

The salary range indicated reflects the locality pay adjustment for the Washington, D.C., Metropolitan area. This is a supervisory, non-bargaining unit position. Relocation expenses may be authorized for the person(s) selected under this vacancy announcement. MLS or equivalent or relevant Expertise is preferred, not required.

Duties

The position serves as the Chief of the Collections Management Division (CMD), Preservation Directorate (PRES), Discovery and Preservation Services (DPS) Directorate within the Library Collections and Services Group (LCSG) at the Library of Congress (LC). The Chief, CMD works under the general direction and supervision of the Director for Preservation who also oversees the Conservation Division, the Preservation Services Division and the Preservation Research and Testing Division. The Chief, CMD is the Library of Congress's officer responsible for overseeing the physical

storage of library materials, including stack maintenance, security, access inventory management, and long-term care of the more than twenty million volumes in the general collections and for other collections as assigned.

The Chief is the Library's expert responsible for coordinating the planning, development and implementation of a program to effectively track collections items from the time they enter the Library to the time they are removed from the collections, including processing, circulation both' inside and outside the Library, custodial and storage location. The position is highly engaged in various other Library collections management efforts, including implementing and maintaining the technology systems for tracking the location of items and collaborating with other Library units on large-scale storage projects. Serves as the Library's expert responsible for space planning for collections Library-wide both on Capitol Hill and at the off-site collections storage facilities.

Serves as the Library's security officer for the general collections and an expert in developing and implementing security policies for the collections of the Library as a whole. Responsible for and authority of the custody of the general collections, considered internationally paramount in their research value, their scope and their importance. Develops policies governing collection storage, retention, loan, and access. These programs reflect the Library's responsibilities as the National Library in supporting and adequately reflecting current research and other needs of Congressional, governmental, and scholarly clients of the Library of Congress.

Supervises a group of employees performing work up to the GS-15 level. Provides administrative and technical supervision relative to the staff supervised. Plans work to be accomplished by subordinates, sets and adjusts short-term and long-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Observes workers' performance; demonstrates and conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Recommends appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary.

Formulates and administers policies affecting the mission of CMD, Library Collections and Services Group (LCSG), and the Library of Congress in the areas of collections, access, security, inventory management and collections storage. Provides broad policy guidance to managers to ensure effective integration of operational resources involved in implementing CMD and LCSG programs and initiatives. Implements policy direction for cross-cutting initiatives that may require coordination among LCSG divisions and various components of the Library. Directs the development, planning, and implementation of policies and guidelines affecting broad, emerging and/or critical Service Unit and agency programs and objectives.

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with management and officials at the Library of Congress, government agencies, and other institutions with related interests, in order to advance the programs and objectives of LCSG and the Library of Congress.

Qualifications

The competencies below are required for this position. Those marked with a double asterisk (**) are considered the most critical competencies for this position.

A candidate's resume must show a proven record of accomplishment that clearly demonstrates he or she has:

(1) Ability to lead people and manage a workforce:** The successful candidate has led people to meet an organization's vision, mission, and strategic goals, including ongoing improvements in customer services and performed the following: 1) identified current and future staffing needs based on organizational goals, objectives, and capacity gaps; 2) communicated performance expectations to staff; 3) conducted periodic performance evaluations; 4) provided advice and counsel to staff; 5) addressed performance and disciplinary issues; 6) delegated or planned and assigned work; 7) provided appropriate training and professional development opportunities to staff; and 8) identified and implemented innovative methods to improve staff productivity.

(2) Experience and expertise leading a collection management and access program: The successful candidate has professional knowledge of complex program management in support of collection management and access. Experience with the following: 1) operational support of collections inventory, access, security, facilities and collections space management; 2) budgetary and contract oversight; 3) program and project management skills; 4) collaboration with others

to determine strategies to organize, digitize and make collections accessible; and 5) allocation of human, technical, and financial resources.

(3) Implementing the principles, concepts, and methods of library science:** The successful candidate has applied professional knowledge of library and information management principles, concepts. Experience with the following: 1) setting priorities and policies for general and special collections management; 2) developing strategies to improve the research experience and a culture of assessment; 3) determining strategies to organize, digitize and make collections accessible; 4) providing leadership for collection management, development, and acquisition; 5) working closely with library subject specialists in setting; and 6) developing collaborative approaches to public outreach to increase the use of library collections and services.

(4) Expertise to analyze complex organizational and operational problems and implement solutions: The successful candidate has provided appropriate strategies to solve program and/or organizational and operational issues and problems. Functions performed include: 1) developed new or enhanced procedures within a work unit, 2) independently made technical judgments, 3) developed practices and standards, and 4) justified new and revised programs and projects to upper management.

(5) Ability to lead and inspire change: The successful candidate has led people effectively and inspired change in developing and implementing agency values, principles, and direction. This includes the ability to promote ideas with enthusiasm, conviction, and assertiveness; resolve contentious situations; solicit and consider others' opinions; gain support and commitment from others; motivate and inspire others; and promote a culture of change and growth.

(6) Ability to build and engage coalitions and networks in support of mission: The successful candidate has Identified, built, and maintained relationships and networks to gain support and commitment from scholars and other learners; the publishing and creative community; and colleagues in the library field. This includes: 1) participating in and representing the institution at professional association meetings; 2) working collaboratively with other divisions, directorates, service units and organizations to further Library goals and objectives; and 3) working with the archival and research library community to identify trends and issues related to the collections and services of the Library.

(7) Ability to communicate effectively other than in writing: The successful candidate has effectively express ideas and recommendations other than in writing in various settings to peers, staff, managers, supervisors, and external audiences to both provide and seek information. This includes actively listening to or understanding communicated information and answering questions thoughtfully and completely.

Education: This job does not have an education qualification requirement.

Please see job posting for additional information.

Position: Legislative Advisor
Location: Washington, DC, Congressional Relations Office, Office of the Chief of Staff, Office of the Librarian.
Posted: USAJOBS
Salary: $120,579 to – $156,755 per year
Open and Close: 09/30/2025 to 11/14/2025

Summary

This position is located in the Congressional Relations Office, Office of the Chief of Staff, Office of the Librarian. The position description number for this position is 338425. The salary range reflects the locality pay adjustments for the Washington, D.C. Metro area. The incumbent of this position will work a flextime work schedule. This is a non-supervisory, non-bargaining unit position.

Duties

Assignments involve handling Legislative research problems, questions, or situations within assigned jurisdictions. Performs legal and/or policy research at various levels of complexity, including that involving the use of on-line sources of information as well as other available sources.

Coordinates legislative proposals in consultation with the Congressional Relations Office (CRO) Director, Office of General Counsel, Financial Services Directorate, and representatives of other service units as appropriate.

Performs analysis on various Legislative topics. Performs thorough legal and/or policy analyses and prepares analytical documents with complex variables within legislation which may significantly affect the Library of Congress.

Independently prepares written analyses or other analytical documents with complex variables within the Legislative areas relating to the development, interpretation, or implementation of sensitive public policies of national or international significance to the Library of Congress.

These analyses may review unresolved issues; synthesize and simplify complicated problems; define, describe, and compare alternatives; assess political and institutional constraints; summarize study results; and present findings effectively and cogently to aid Members and committees of Congress in examining issues before them relating to the Library.

Provides written preparation for congressional hearings, including: identification and notification of appropriate Library witnesses; identification of strategy and key messages to highlight in hearing testimony in conjunction with witnesses; work with appropriate service units on draft testimony; establishment of timelines to meet committee testimony deadlines; preparation of briefing books; finalization and delivery of hearing testimony to the committee; consultation with committee staff on hearing matters; preparation of potential questions and answers with witnesses; scheduling consultation meetings with Library personnel before hearings; and managing hearing rehearsals with Library officials.

Works with the CRO Director and other senior staff to plan, schedule and carry out high-level legislative and policy assignments and tasks. Under guidance of the CRO Director, develops and maintains relationships with various Library officials, Members of Congress, congressional committees, and other Federal agencies.

Performs a variety of duties and responsibilities related to various program initiatives, special projects and special events, involving legislative and policy issues that contain complex elements which may impact the development and maintenance of the Library's relationships with Congressional members, committees, donors, scholars and various other stakeholders. Works with other Congressional Relations Office staff to develop and recommend strategies to engage Congress to further the Library's mission.

Qualifications

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Ability to conduct legislative and congressional legal research and analysis.**
- Ability to provide liaison and coordination activities.**
- Ability to communicate in writing.**
- Ability to present information orally.**
- Ability to communicate effectively other than in writing.

Please see job posting for additional information.
Posted in **Job Vacancies** | Tagged **Government Library**, **Washington DC**

Seven Positions: Maryland

Posted on **October 13, 2025** by **LLAM News**

Position: Satellite Librarian – Baltimore
Location: Fourth Circuit Court of Appeals
Posted: LLSDC
Salary: $81,117-131,826

The Fourth Circuit Court of Appeals Library is currently accepting applications for a librarian position for Baltimore, MD. The Satellite Librarian reports directly to the Circuit Librarian and is a member of the Circuit Library's team of librarians and

support staff serving all judges and judiciary staff in the Fourth Circuit. The Satellite Librarian manages and maintains the library in Baltimore, MD, providing all library services, information, and materials required by federal circuit, district, magistrate, and bankruptcy judges located in the District of Maryland, as well as court staff, members of the bar, and the general public.

Open Until Filled: Preference given to applications received by October 13, 2025.

Required Qualifications
• Master's degree in Library Science (MLS) from an ALA accredited school of Library or Information Science.
• One (1) year of full-time specialized experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices, and theories of library management.
• Proficiency using Westlaw, Lexis, Bloomberg Law, and other library research sources.
• Strong research, analytical, organizational, written communication, and oral communication skills.
• Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
• Ability to travel and telework when necessary or assigned.

Preferred Qualifications
• A law degree (J.D., LL.M., S.J.D, or J.S.D.) from an accredited law school.
• At least two (2) years of law library experience.
• Skill in conducting training sessions or webinars and producing short training videos.
• Skill in using an integrated library system like SirsiDynix.
• Interest in civics and court history.

See the full job description and instruction on how to apply: https://www.ca4.uscourts.gov/docs/pdfs/2025-satellite-librarian-baltimore2.pdf?sfvrsn=6e10b309_8

Position: Humanities and Social Sciences Librarian (Open Rank)
Location: University of Maryland, College Park
Posted: MLA, ALA
Salary: $70,000-80,000

The Humanities and Social Science Librarian (HSSL) is a member of the HSSL unit and reports to the Head of HSSL. The successful candidate will serve as a Humanities and Social Sciences subject librarian with responsibilities for collections management, general reference, and subject area research consulting, library instruction and other learning engagements, outreach and engagement, and scholarly communications and research data services. A robust understanding of computational and data research methods such as those in the digital humanities, statistical data analysis and use methods, text mining, or other quantitative and qualitative methods relevant to social science and humanities fields is desirable. Exact liaison responsibilities will depend on the successful candidate's experience, qualifications, and unit needs.

Additionally, the HSSL Librarian will develop programs benefiting their academic departments and scholarly communities to expand the Libraries' research-related programs and services. Programming may focus on issues relevant to Humanities and/or Social Sciences in the following categories: information literacy, scholarly communication, digital humanities, open access, GIS, and more. Along with other subject librarians, the successful candidate is in a key position to help the University of Maryland Libraries define a role for subject librarians that will allow the Libraries to be more closely integrated into the entire educational and research process at the University of Maryland. The Humanities and Social Sciences Librarian will help envision and shape new approaches to faculty/library relationships.

The HSSL Librarian is an active member of the Research, Teaching, and Learning (RTL) department of the Research and Academic Services (RAS) division, contributing to departmental and divisional initiatives and leading specific projects in collaboration with colleagues and other units in the Libraries. The HSSL Librarian participates in developing and maintaining a departmental culture that is inclusive, equitable, diverse, customer-centered, and responsive to changes happening in academic libraries and higher education.

MINIMUM QUALIFICATIONS:

- **Education:** Master's degree in Library and/or Information Science from an ALA-accredited institution or a non-USA equivalent; or a graduate degree relevant to the position's duties.
- **Experience:**

    - Understanding of current and emerging trends in the assigned subject areas and in academic librarianship; knowledge of electronic resources and information technologies. The exact liaison responsibilities will be dependent on the successful candidate's experience and qualifications and the unit's needs.
    - Demonstrated experience with reference, instruction and collection development in humanities and social sciences.
    - Demonstrated experience with or demonstrated aptitude for working effectively and creatively with faculty and students.
    - Subject background in assigned disciplines demonstrated through academic degrees, course work, or substantive experience.
- **Knowledge, Skills, and Abilities (KSAs):**
    - Ability to provide instruction, reference support, research support, and other forms of communication in both an online and physical environment.
    - Excellent oral and written communication skills, and ability to produce published scholarship.
    - Excellent attention to detail and organizational skills.
    - Demonstrated excellent interpersonal skills with the ability to function independently and in groups, build and maintain relationships with partners and library staff, and the ability to provide exceptional services to a diverse clientele.
    - Demonstrated commitment to fostering a just, equitable, and inclusive workplace evidenced through work experience, education, professional development, professional service, and/or scholarship. Strong commitment to the principles of Diversity, Equity, and Inclusion.

PREFERENCES:

- **Education:** Significant coursework, bachelor's degree, or second advanced degree in related fields.
- **Experience:**
    - Experience or aptitude for developing new teaching or research-based programs and services in the assigned disciplines with appeals to diverse audiences.
    - Experience or education in the areas of English literature, Philosophy, or area studies such as Latin American studies or related subjects.
    - Demonstrated knowledge of computational or data research methods, digital humanities, or data analysis in the humanities and/or social sciences
    - Experience with designing measures and assessments to determine value, experience with a variety of assessment tools.
    - Familiarity with major collections in assigned disciplines or other related fields (e.g., scholarly journals, databases, digital libraries, and other resources).
    - Knowledge of data management planning and/or data curation, visualization, scholarly communications, and open access tools.
    - One year of experience in an academic research library.
    - Evidence of teaching/instruction experience.
    - Evidence of ability to meet promotion and permanent status requirements of the University of Maryland at College Park Libraries.
    - Significant coursework, bachelor's degree, or second advance degree in related fields

PHYSICAL DEMANDS:

- Sedentary work involving remaining in place for long periods.
- Light work that includes moving objects up to 20 pounds
- Possible travel across campus

Position: Open Data and Repository Services Librarian
Location: University of Maryland, College Park
Posted: MLA, ALA
Salary: $75,000-85,000

The University of Maryland Libraries seeks an Open Data and Repository Services Librarian to join the Open Scholarship Services (OSS) team, inaugurated in September 2022. The Open Data and Repository Services Librarian will work within the OSS team and across the Libraries and wider campus community to provide leadership on the changing landscape of open access, open data, and scholarly communication.

The Open Data and Repository Services Librarian will provide oversight for the day-to-day operations of the Digital Repository of the University at Maryland (DRUM) and promote use of the repository by the UMD community. This may involve establishing partnerships and workflows with departments, programs, and schools on campus to regularly or bulk deposit materials and form collections within the repository. In addition to the storage and publication of scholarly literature, electronic theses and dissertations, and other UMD research community outputs, DRUM is increasingly central to the implementation of the University of Maryland's Equitable Access Policy as well as our efforts toward greater open data production and sharing.

As technologies and research funding requirements within the academic research community are rapidly changing, the Librarian will conduct research, stay abreast of developments, and participate in discussions on our campus and in the wider community to aid the University of Maryland in developing policy and infrastructure to support students and faculty in ethical open data production and publishing open research outputs through the repository.

Working at the intersection of scholarly communications and research data, we welcome applications for the Open Data and Repository Services Librarian from early career as well as established librarians with an interest in this space and a desire to aid our community in building innovative solutions to changing research funding requirements and evolving data and metadata standards.

Physical Demands: The position involves primarily sedentary work in an office setting with light to moderate noise.

REQUIRED QUALIFICATIONS (Knowledge, skills, and abilities):

- Knowledge of trends in higher education, academic libraries, open research infrastructure and scholarly publishing.
- Experience with metadata schemas and standards, such as Dublin Core
- Demonstrated ability to manage and contribute to the technical development of digital projects
- Experience with marketing, outreach, and community engagement
- **EDUCATION:** Required Master's degree in Library or Information Science from a graduate program accredited by the American Library Association or a non-US equivalent, or a graduate degree relevant to the position's duties.

PREFERRED EXPERIENCE:

- Demonstrated record of research and/or publication in the field of data and scholarly communications
- Awareness of FAIR Data principles and open data technologies and platforms
- Experience developing educational resources and instructional materials related to research data or open data
- Experience with digital repository platforms and content management systems, such as DSpace and Drupal
- Past participation in professional organizations or conferences related to open repository management, such as COAR, Open Repositories, etc.
- Teaching experience with teaching both in or outside of the classroom

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Position: Juvenile Materials Selector, Librarian II
Location: Enoch Pratt Library (Baltimore)
Posted: MLA
Salary: $57,396-69,757

Department: State Library Resource Center
Location: 400 Cathedral Street Baltimore, MD 21201

The Enoch Pratt Library has an opening for a Juvenile Materials Selector, Librarian II in the Collection Development Department. The Librarian chooses materials in all formats for the Enoch Pratt Free Library system and collaborates in the maintenance of the library's extensive collections. The Collection Development Department comprises two sections, the Selection and Acquisitions Units. The Librarian II Materials Selector works under the supervision of the Collection Development Department Manager.

The Enoch Pratt Free Library is the public library system for the city of Baltimore. It consists of a Central Library, 19 branches, and a mobile unit that serves the city's diverse neighborhoods and houses a collection of approximately 2.3 million volumes, including print and audio-visual products.

The position is located at the Central Library, which serves as the State Library Resource Center (SLRC) as well as the main branch of the Enoch Pratt Free Library. Selection of library materials reflects and supports the mission of both. The hours will be normal business hours on Monday through Friday. This position can work remotely 1 day per week after 90 days of employment.

Summary of Duties:

- Supports the educational and recreational needs of youth in Baltimore City and the State of Maryland by providing new materials in various formats for branch (NLS) and Central Library (SLRC) collections.
- Identifies the needs and interests of a diverse school-age population and tracks trends in children's and adult publishing.
- Assists with the purchase of new Adult level materials in a timely manner for Branch and Central library collections using both digital and print selection tools.
- Identifies and monitors new titles by utilizing library-centric print and digital publications including newsletters, blogs and other trending resources.
- Supports Library programming by ordering and tracking requests to ensure accurate and timely delivery of materials.
- Prepares replacement lists for assigned subject areas in fiction and nonfiction using the Collection Assessment and Replacement Schedule.
- Assists with evaluating, weeding, inventorying, and refreshing the Library's collections, and partners with others to implement collection development initiatives.
- Analyzes circulation and other data points via various electronic library analytics tools and reports in order to identify needs and interests of a diverse community.
- Manages standing order plans from specialized vendors.
- Administers materials budget for areas of selection responsibilities and tracks budget via provided reports and other tools.
- Interacts with vendor and publisher account representatives.
- Reviews individual and publisher gifts for inclusion in Library collections.
- Trains branch and departmental staff in collection management policies and procedures, including de-selection of materials.
- Maintains open communication with library staff.
- Works closely with other Collection Development and Technical Services Department staff to determine priorities, facilitate effective workflow, accomplish goals and resolve issues as they arise.
- Participates in Department and Division planning to support the Library's strategic initiatives.
- Serves on Library committees as appropriate and demonstrates interest and engagement in Library activities.
- Stays current on trends, knowledge, and skills through involvement in continuing education opportunities.
- Participates in professional activities at the local, state, and national level as appropriate and demonstrates interest and engagement in library activities.

Minimum Qualifications:

- Masters in Library Science (MLS or MLIS) from an American Library Association (ALA) accredited college or university.
- Public Librarian Certificate, or requirements necessary to apply for a Maryland Public Librarian Certificate, within 90 days of starting employment.
- Two years' experience in collection development in a library environment.
- Experience with children's literature and childhood development.
- Experience with MARC records and integrated library systems.
- Experience in a public library and/or urban setting serving a diverse user population.
- Experience with Google suite and Microsoft Office software.
- **Physical Requirements:** Physical exertion such as standing; or recurring activities such as bending, crouching, reaching; pushing loaded book trucks; or recurring lifting of moderately heavy items such as boxes of books or journals.

Preferred Qualifications:

- Experience with OCLC/WorldCat.
- Experience with Ingram iPage and/or Baker and Taylor TS360
- Experience with Sirsi/Dynix ILS.
- Experience with BLUEcloud and Library IQ data analysis systems.
- Reading knowledge of one or more foreign languages.

Required Knowledge, Skills and Abilities:

- Skill with creating bibliographic lists and/or recommending titles for a library collection.
- Experience in a large urban public library.
- Proficient in use of print, non-print, and electronic library resources.
- Experience assisting customers with reader's advisory.
- Experience working with children and/or children's literature in a school or public library.
- Awareness of children's cognitive and emotional development.
- Knowledge of current publishing trends and collection development principles, practices, and concerns.
- Understanding of web-based bibliographic, acquisitions and library collection analytics tools
- Experience with project planning and implementation in a library environment.
- Establish and maintain effective working relationships with co-workers and others.
- Tactfully communicate effectively and respectfully, both verbally and in writing.
- Meet deadlines and quickly adapt to changing priorities.
- Able to read closely and perform detailed work.
- Synthesize and utilize multiple streams of information.
- Genuine curiosity and a commitment to lifelong learning, with a broad range of interests and reading background.

Position: Librarian II (Business, Science & Technology)
Location: Enoch Pratt Free Library (Baltimore)
Posted: MLA
Salary: $57,396-69,757

Department: State Library Resource Center
Location: 400 Cathedral Street Baltimore, MD 21201

The Enoch Pratt Free Library has an opening for a Librarian II for our Central Library location's Business, Science, and Technology (BST) Department. Under the supervision of the BST Manager and in conjunction with the Deputy Chief of the State Library Resource Center (SLRC) and the Chief of the State Library Resource Center, the position assists in planning, administration, project management, public programs, and library staff training related to the Business, Science, and Technology Department. Excellent public service is a critical component of this position. This position works on-site and requires evening and weekend hours.

Summary of Duties:

- In consultation with the Department Manager, is involved with planning and implementation of department objectives and long-term goal setting and problem solving, which includes the completion of appropriate Annual Plan initiatives.
- Participates and responds to the SLRC and the Enoch Pratt Free Library Strategic Planning process.
- Develops, plans and presents programs related to department subject matter for public and county libraries throughout the state, both online and in person.
- Trains staff and volunteers, at the Pratt and from other Maryland county libraries.
- Participates in SLRC Conferences at the department and Library level.
- Contributes to the exploration of new technologies and their incorporation into library best practices.
- Performs reference work at public service desk in department, at other service points throughout the Central Library, on telephone and via email, chat, or web conference. Provides bibliographic instruction to staff and the public. Advises library customers on specialized sources, subjects and collections.
- Maintains the specialized collections in the department. Assists with maintaining the department's collections of materials, often in coordination with the Collection Development Department, the Department Manager, and others.
- Provides class visit orientations, as well as Maryland History Day programming and judging.
- Takes part in library staff and professional meetings. Participates in committee work; represents the department at various meetings within and outside the Library.
- Interprets library policy for staff and public.
- Assumes responsibility for management of the Department in the absence of SLRC Manager.
- Works in concert with the Department manager, library administrative staff and the Chief of the State Library Resource Center.

Minimum Qualifications:

- Masters in Library Science (MLS or MLIS) from an American Library Association (ALA) accredited college or university.
- Public Librarian Certificate, or requirements necessary to apply for a Maryland Public Librarian Certificate, within 90 days of starting employment.

- Two years of experience planning, programming and collection management experience in a public library.
- Experience with Microsoft Office Suite, Internet browsers, and social media.
- **Physical Requirements:** Physical exertion such as standing; or recurring activities such as bending, crouching, reaching; pushing loaded book trucks; or recurring lifting of moderately heavy items such as boxes of books or journals.

Preferred Qualifications:

- Experience with Business and Science topics is highly desired.
- Experience with developing presentations or training.

Required Knowledge, Skills and Abilities:

- Demonstrated knowledge and use of automated systems, including databases, Internet and social media. Competence in use of Microsoft Office Suite required.
- Stand for long periods, as well as perform recurring activities such as bending, crouching, reaching, pushing loaded book trucks, or lifting moderately heavy items such as boxes of books or journals.
- Excellent written and verbal communication skills and the proven ability to manage multiple priorities in a fast-paced environment with detailed work routines.
- Support the Library's diversity statement, as published on our website: https://www.prattlibrary.org/about-us/diversity-equity-inclusion
- Public speaking skills required.
- Must be able to travel independently to other parts of the state for programming.
- Wide general reading background and interest in the subject matter in the Maryland Department.
- Interest in working closely with people and support the mission of the library and our diversity, equity, and inclusion statements.
- This position requires evening and weekend hours.

Position: Library Branch Manager (Arbutus, White Marsh)
Location: Baltimore County Public Library
Posted: MLA, ALA
Salary: $99,026 starting

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule: This is a full-time position working 40 hours per week. All library branch staff will be required to work evenings, Saturdays, and Sundays throughout the year as part of the normal work schedule.

Job Summary:

- Under the general direction of the Regional Customer Experience Manager, the Library Branch Manager is responsible for the overall leadership and daily operations of a public library branch. This includes oversight of circulation, collection development, information services, programming, and community outreach.
- The Library Branch Manager oversees branch operations (programs and services) by setting goals, implementing policies, and evaluating outcomes to improve performance. They ensure compliance with regulations, recommend process improvements, and contribute to system-wide planning as a confidential member of the management team.
- The Library Branch Manager leads and supports a diverse team, ensuring staff are engaged, trained, and aligned with the library system's values and service priorities. They will direct and approve the planning, prioritizing, assigning, supervising, training, and review the work of a diverse workforce. They will act as a resource and provide direction, guidance, and leadership to staff and will advise on the more complex and sensitive concerns and issues. They may select, direct, and manage the work of contractors and consultants.
- The Library Branch Manager fosters a welcoming, inclusive, and high-performing branch culture that reflects community needs and advances system-wide goals. They serve as the primary point of contact for resolving customer, staff and facility issues, and represent the branch in leadership groups and cross functional initiatives.

- Through strategic planning, collaboration, and a strong customer service orientation, the Library Branch Manager ensures high-quality library experiences that support learning, connection and equitable access for all community members.

Core Competencies and Key Responsibilities:

- **Leadership & Organizational Culture**
  - Cultivates a culture of curiosity, innovation, collaboration, accountability, and belonging across the organization.
  - Models and upholds standards for internal and external customer service excellence.
  - Leads through collaboration, team building, and consultation; mentors, coaches, and models these behaviors for others.
  - Inspires resilience, strategic thinking, and solution-focused approaches among staff.
  - Creates a work environment that fosters continuous improvement, values teamwork, and supports strong employee morale.
  - Collaborates with branch and department managers and administration to provide overall system leadership.
  - Models continuous learning through seminars, workshops, professional affiliations, and other means to stay current with emerging trends.
  - Champions diversity, equity, inclusion and accessibility initiatives within the branch and broader library system.
  - Fosters a positive and inclusive workplace culture by engaging in labor relations efforts, such as participating in collective bargaining negotiations and/or serving on the Labor Management Committee.
  - Serves as a Change Agent, showing adaptability and creative thinking in managing change, resolving challenges, and improving services.
- **Staff Management & Development**
  - Leads and supports a diverse team of direct and indirect reports, fostering collaboration and high performance.
  - Hires, trains, supervises, mentors, coaches, and holds management staff accountable to performance expectations and makes recommendations for all levels of discipline and terminations. Oversees recruitment, onboarding, training, development, supervision, and evaluation of all branch staff. Encourages and supports continuous staff development.
  - Sets and monitors performance expectations and customer service goals collaboratively with branch management and system leadership.
  - Evaluates management staff performance, develops Performance Improvement Plans (PIPs), determines merit salary increases, fosters professional growth, and initiates corrective actions when necessary.
  - May serve as BCPL's representative in mediations and arbitrations. Addresses and resolves staff concerns and grievances promptly and effectively.
  - Facilitates regular one-on-one and group staff meetings to communicate priorities, gather feedback, and promote team cohesion.
  - Develops and maintains comprehensive knowledge of library policies and procedures, serving as a resource and guide to staff and customers.
- **Operations & Facility Management**
  - Oversees and is responsible for all daily branch operations.
  - Manages building issues, security incidents, customer concerns, and staff emergencies.
  - Ensures delivery of high-quality library services and resources that meet community needs through collaboration with staff and external partners.
  - Performs essential customer service, librarian and circulation functions as needed.
  - Develops, administers, assists, and monitors budgets; develops justifications for budgetary recommendations and/or adjustments; participates in forecasting additional funds for staffing and resources; identifies, obtains, and manages funding from grants and community partners; participates in the interpretation, negotiation, management, and enforcement of contracts; coordinates the finalization of budgets to ensure timely submissions of the department budget.
  - Manages branch facilities, ensuring cleanliness, safety, and functionality, and coordinates maintenance and repair requests.
  - Partners with Chief Operating Officer to identify short-term and long-term capital priorities, offering strategic input on design and implementation.
  - Ensures compliance with all health, safety, and security regulations and library system policies.
- **Programming & Community Engagement**
  - Collaborates with branch management and community organizations to ensure library services reflect and meet community interests and needs.
  - Collaborates with the Chief External Affairs Officer to develop partnerships with schools, local agencies, and community groups to promote library services and programs.
  - In collaboration with the Senior Manager of Partnerships and Public Programs, conducts community needs assessments to guide program development and resource allocation.
  - Advocates for the library at public forums and community events.

Position: Director, Loyola Notre Dame Library
Location: Loyola University Maryland and Notre Dame of Maryland University
Posted: ALA
Salary: $150,000-185,000

The Loyola/Notre Dame Library and its constituent universities, Loyola University Maryland and Notre Dame of Maryland University, invite nominations and applications for the position of Director of the Loyola/Notre Dame Library. This is an exciting opportunity for an entrepreneurial leader to continue building on a unique library model known for collaboration and innovation, partnering with two scholarly communities to provide the most up-to-date services and information resources to the universities.

The Loyola/Notre Dame Library (LNDL), located in beautiful, residential northern Baltimore City, serves as the library for Loyola University Maryland and Notre Dame of Maryland University and is a member of the University System of Maryland and Affiliated Institutions (USMAI). Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities (AJCU), is recognized for excellence in teaching and learning, and Notre Dame of Maryland University is a comprehensive university that offers bachelor's degrees, certificates, graduate, and professional programs. The Library serves the needs of both institutions by complementing and accentuating their strengths. The Library serves a total student population of 6,826 FTE, which includes 4,433 FTE at Loyola and 2,393 FTE at Notre Dame. The state-of-the-art facility has become a destination for students, faculty, staff, and community members and is a frequent host to major campus events and celebrations.

The Library Director administers the overall operation of the Loyola Notre Dame Library, Inc., an independent 501(c)(3). Reporting to the provosts of the two universities and a Board of Directors, the Director leads the Library in key initiatives: leading ongoing strategic planning; fostering collaboration on and beyond the campuses; engaging the Library in the academic and intellectual life of both universities; advancing the use of innovative technology in teaching and research; and working externally to help support and represent the Library locally, regionally, and nationally. This position represents an exceptional opportunity for a creative library leader with a history of decisive, innovative, and effective leadership, including managing fiscal, programmatic, facilities, and personnel needs. Successful candidates will have an understanding and appreciation of the unique partnership between Loyola University Maryland and Notre Dame of Maryland University and will have the capacity to transform and lead within both. The ability to work effectively in a collaborative and diverse workplace is critical.

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the link below. Electronic submission of materials is strongly encouraged. The target salary range for this role is $150,000 to $185,000 and will be commensurate with experience. LNDL offers an excellent benefits package that includes generous vacation and sick leaves, medical, dental, vision, disability, and life insurance as well as TIAA retirement. All positions at LNDL are eligible for Public Service Loan Forgiveness.
Posted in **Job Vacancies** | Tagged **Academic Library**, **Government Library**, **Law Library**, **Maryland**, **Public Library**, **Public Services**

Six Positions: Washington, D.C.

Posted on **October 13, 2025** by **LLAM News**

Position: Knowledge & Research Analyst
Location: Taft Stettinius & Hollister (several offices)
Posted: AALL
No salary provided

Taft Stettinius & Hollister is seeking a full-time Knowledge & Research Analyst with 3+ years of library experience to join our Knowledge and Research Services Department. This is a hybrid role and will require three days per week on site. All Taft employees operate under a "Client First" philosophy—in all things, we seek to provide exceptional services to our clients.

Duties & Responsibilities:

- Conducts in-depth legal and business research and competitive intelligence in a fast-paced environment.
- Synthesizes complex research into concise deliverables.
- Contributes to department's strategic planning, outreach efforts, and policy formulation.
- Periodically attends department or practice group meetings.
- Develops and conducts training and orientation sessions for attorneys and paralegals.
- Assists in administrative tasks such as collection development, product review, and copy cataloging.
- Demonstrates the ability to work independently, successfully managing deadlines and prioritizing projects.

Requirements:

- Master's degree in Library & Information Science (MLS or MLIS) from an accredited graduate program required.
- Three years of library reference experience. Law firm or corporate experience is strongly preferred.
- Experience researching in specialized legal and business resources (Westlaw, Lexis, Bloomberg Law, etc.) is strongly preferred.
- Proficient in Microsoft Office applications and document management software.

Candidates interested in the Washington, D.C. office should apply here.

Position: Digital Solutions Analyst
Location: Holland & Knight (several offices)
Posted: AALL
Salary: $118,000-178,000

We are a Firm where people truly believe in what they do and strive to achieve the highest standards of performance and success. *This position can be based in our global operations center in Tampa, FL, or at one of the Firm's offices: Atlanta, Austin, Birmingham, Boston, Charlotte, Chattanooga, Chicago, Dallas, Fort Lauderdale, Houston, Jacksonville, Miami, Nashville, New York, Orlando, Philadelphia, Richmond, Stamford, Tallahassee, Tysons, Washington, D.C., or West Palm Beach.*

General Description: We are seeking a Digital Solutions Analyst to join our team. The Digital Solutions Analyst will play a key role in supporting the firm's Research Services team by leveraging data, technology, and innovative tools to optimize operations and enhance access to research resources. This role will focus on data analytics, system integrations, intranet content design, workflow and automation, and emerging AI solutions to ensure that attorneys and staff have streamlined, reliable access to research services and metrics in support of both client-facing and operations work. In this hybrid position, you will have the opportunity to collaborate with colleagues both in person and virtually.

Key Responsibilities and Essential Job Functions:

- Develop, maintain, and analyze dashboards and reports (e.g., Smartsheet, Power BI) to track research service usage, resource performance, team metrics, and budget; support ad hoc data requests from leadership.
- Identify, build, maintain, and support sustainable solutions for improvements to workflow, access, or process in support of strategic goals and initiatives that align with firmwide needs.
- Utilize tools such as APIs, PowerQuery, Python, and/or C# for automating data mining and manipulation for workflow improvements to enhance efficiency of research services.
- Assist with design and maintenance of Research Services intranet pages and knowledge bases; organize and update content to improve usability and visibility of research resources.
- Explore, evaluate, and pilot AI-powered tools, including chatbot solutions for research resource queries, to expand self-service support options and in response to ad hoc requests.
- Partner with IT, Knowledge Management, and other internal stakeholders to implement digital solutions, connect data, and support firmwide technology initiatives.
- Provide technical assistance and problem-solving for research systems and applications as needed, including SSO/SAML.
- Support the launch, maintenance, cataloging, and digitization of the firm's historical archive, in partnership with firm colleagues, across all firm departments and teams.
- Advise on research team improvements and efficiencies through technology, APIs, data analysis, template creation, knowledge creation, and other means.
- Assist with management of knowledge base content and advise on improvements, notifying Research Manager of expiring content and ensuring timely updates.
- Assist with the development and maintenance of dynamic financial dashboards for the Research Services team, with support from firm Financial Business Intelligence professionals.

- Assist with data-driven initiatives to assess and improve research time entry guidelines.
- Build and maintain relationships within IT, finance, and peers as well as related legal vendors to advance projects.
- Assess and report on resource or technology needs, as well as collection strengths and weaknesses, through conversations with firm lawyers and other key stakeholders.
- Stay abreast of and advise on the information needs, workflow, and preferences of users and stakeholders to improve ease of access to information.
- Assist with updates to Research Services training material, maintaining instructional content related to the team's intranet, APIs and more.
- Advise on and support research team knowledge management improvement, including DMS organization.
- Function as steward of the firm's information resources, complying with all information security, privacy, confidentiality, and licensing requirements while enforcing digital solutions team adherence to the same.
- Special projects and duties as assigned.

Required Skills:

- Analytical mindset with attention to detail and an emphasis on sustainability and long-term benefits in decision-making.
- Strong organizational and project management skills.
- Ability to learn new technologies quickly and apply them to practical workflows.
- Demonstrated stress management skills and effective prioritization of workload.
- Expert troubleshooting skills with IT issues involving access to databases and online content.
- Commitment to strong service values with demonstrated ability to exhibit sound professional judgment, discretion, strategic thinking, independent problem solving, and accountability.
- Best-in-class communication skills, including active listening, clear writing, professional speaking, cultural sensitivity, emotional intelligence, and civility.
- Strong presentation skills, including persuasive and confident speech and writing.
- Understanding of and proven commitment to relationship building, team building and collaboration.
- Future-focused outlook with a demonstrated ability to engage stakeholders towards surfacing and communicating problems, challenges, and opportunities.
- Seeks continuous learning and improvement.
- Team-minded and diplomatic, with a history of mentorship and knowledge sharing.
- Independently motivated.

Required Qualifications & Education:

- Bachelor's degree in information systems, Computer Science, Data Analytics, or related field (or equivalent experience).
- 5+ years' library systems experience required; preferably in a law firm setting or equivalent.
- Experience with Power BI (or similar BI/analytics platforms) for dashboard creation, data visualization and analysis, and data modeling.
- Familiarity with coding languages, e.g., Python or C#.
- Experience with authentication tools such as SSO and knowledge of research databases preferred.
- Strong understanding of intranet content design, usability, and content management principles.
- Interest in AI, machine learning, and emerging technologies in legal or research environments.
- Experience working with APIs.
- Proficiency with MS Office Suite, including Excel, Word, and PowerPoint.

Preferred Qualifications & Education: Master's degree in library and information science from an ALA accredited school or equivalent degree is a plus.

Physical Requirements:

- Ability to sit or stand for extended periods of time.
- Moderate or advanced keyboard usage.

Position: Research / Knowledge Management Law Librarian
Location: Central Intelligence Agency (CIA)
Posted: LLSDC
Salary: $74,584-152,736

The CIA Research / Knowledge Management Law Librarian assists with the management of core legal information repositories, of internal and external sources, for the CIA's Office of General Counsel (OGC). You will join a growing team of dedicated and experienced law librarians to conduct complex legal research, train users on legal research best practices, and work closely with attorneys and paralegals to develop and maintain core legal information repositories of internal and external resources.

To perform this job successfully, you must be able to perform the following key responsibilities, as listed below:

- Serve as a key resource for managing OGC knowledge and information.
- Apply knowledge of legal information in the maintenance of a classification / metadata scheme.
- Provide guidance and training on the use and availability of resources and legal research capabilities.
- Perform complex research, including locating federal statutes, regulations, executive orders, cases, international treaties, conventions, agreements, and protocols.
- Create procedural and informational pathfinders, bibliographies, and other documentation.
- Clearly communicate research findings and guidance through written and oral presentation.

Minimum Qualifications:

- Master of Library Science (MLS) degree from an ALA-accredited institution.
- At least 3.0 GPA on a 4-point scale.
- Minimum of two (2) years of experience as a law librarian.
- Legal research skills with proficiency in Westlaw, Lexis, and other common legal information platforms.
- Demonstrated knowledge of traditional legal research methods.
- Familiarity with metadata or cataloging methodologies.
- Excellent written and verbal communication skills.
- Demonstrated ability to work independently and collaboratively.
- Enthusiastic commitment to customer service.
- Ability to meet the minimum requirements for joining CIA, including U.S. citizenship and a background investigation.

Apply at http://www.cia.gov/careers.

For this position, a Formal Cover Letter specifying your qualifications is required. Please address why you want to work in this role and what differentiates you from other applicants.

Position: Special Collections Archivist
Location: Daughters of the American Revolution
Posted: ALA
Salary: $60,000-70,000

The Daughters of the American Revolution (DAR) is seeking a Special Collections Archivist to join our library staff at the DAR Headquarters building in Washington, DC. The Special Collections Archivist will apply their knowledge of current archival standards and best practices to arrange, preserve, and provide access to the DAR's Special Collections. Our Special Collections include such items as manuscripts, file case items, family bibles, and personal genealogical research papers.

The Society's national headquarters complex includes the DAR Library, one of the nation's premier genealogical research centers. The Library collection contains over 200,000 physical volumes, including genealogical compilations, record abstracts, and other materials such as family histories, cemetery record transcriptions, and Bible records that are available only at the DAR Library.

Essential Responsibilities:

- This role is responsible for processing new collections and preserving existing collection materials. This will include performing physical processing of materials, naming and numbering new collections, creating a hierarchical catalog record, and developing online finding aides.
- This position will develop guidelines, subject headings, policies, and procedures to ensure proper collection management.

- Oversees the overall maintenance and condition of the Special Collections materials, identifies conservation and preservation issues, and works with internal staff and external vendors to ensure materials are properly protected.
- Will collaborate with our Digital Projects Librarian to prioritize items for digitization.
- Review donation requests to ensure that they fill a needed place within our collection and that they meet our guidelines.
- Supervise the work of an Assistant Archivist for the Americana Collection and will have the opportunity to develop and implement a long-term strategy for managing this collection.
- Provide assistance to researchers at our Reference Desk, which will include retrieving/refiling requested materials and providing basic genealogical research consultations as needed.

Required Qualifications:

- MLS/MLIS Degree in Library Science/Information Science from an ALA accredited institution is required.
- Specialization in archival management is preferred.
- 3-5 years of relevant library or archival experience, or an equivalent combination of education, training.
- Extensive professional knowledge of archival concepts and practices, including materials selection and collection development, information tools, and searching techniques required.
- Knowledge of basic preservation techniques (primarily paper preservation) and prior experience with fragile materials.
- Prior experience working in a Reference Services Library setting is required.
- Relevant technical skills, including facility with metadata standards (e.g., MARC, EAD, Dublin Core) and repository platforms, are required.
- Ability to supervise staff and provide professional mentoring.
- Ability to communicate effectively with a broad range of people, including the public, members, executive officers, staff, vendors, and others.
- A high level of attention to detail.
- Proficiency with Microsoft Office Suite, including Word, Excel, and Outlook; ability to adapt to specialized programs and databases.
- Background and/or experience in American genealogical research and sources preferable.

Position: Archivist
Location: Smithsonian Institution
Posted: USA Jobs
Salary: $84,601-109,975

The Smithsonian Institution is the world's largest museum, education, and research complex, with 21 museums and the National Zoo. This position is located in the Smithsonian Institution, Office of Deputy Secretary and Chief Operating Officer, Under Secretary for Museum and Culture, Archives of American Art (AAA).

Duties: The primary purpose of the position is to perform the duties by applying archival assessment, description, access, preservation principles, standards, methodology, techniques, best practices, and concepts at the professional expert level. **In this position, you will:**

- Participate in Smithsonian pan-institutional efforts related to archival audiovisual collection management, preservation, and access, including emerging efforts to develop a collaborative, pan-institutional workflow for scaling up audiovisual preservation of mass digitization.
- Manage and coordinate the in-house digitization and reformatting of audiovisual materials as needed.
- Oversee outsourced preservation projects including managing contracts with vendors for the preservation of audiovisual materials, budgeting, and developing statements of work.
- Manage and document audiovisual collections management policies, procedures, best practices, archival standards and workflows.
- Process archival collections, or portions of collections, that contain large quantities of audio and/or moving image materials.

Basic Qualifications

- Bachelor's degree in archival science or bachelor's degree with a major that includes 18 semester hours in archival science, history and/or in political science or government, and 12 semester hours in one or any combination of the following: archival science, history, American civilization, economics, political science, public administration, or government, **OR**

- Combination of education and experience – at least 30 semester hours that included courses as shown in A above, plus appropriate experience or additional education.

Evaluation of Experience: Professional experience must have been in archival science, or in a directly related field of work such as history that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. The following are illustrative of kinds of experience that may be accepted as meeting the professional experience requirements: (1) experience as an archivist in Federal, state, religious institution, business, or other archives, or in manuscript depositories, and (2) experience of an archival nature that involved research in archival science, or in a directly related field such as history, government, economics, political science, international relations, or international law.

In addition to the basic qualification requirement above:

- **Experience:** You qualify for this position if you have one year of specialized experience equivalent to at least the GS-09 level in the Federal Service. **For this position, specialized experience is defined as** experience applying current archival principles, concepts, standards, best practices, and methodologies to maintain a sustainable collections management plan for the assessment, preservation, electronic description, processing, continued acquisition, digital reformatting; and access of analog and tape-based audiovisual formats.
- **Or Education:** Three years of progressively higher-level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree **OR** a combination of related Ph.D. level education and specialized experience as described above.

Your resume must be no more than two (2) pages and should clearly demonstrate how your experience aligns with the responsibilities and specialized experience required for this position. Do not copy language directly from the vacancy announcement, as you will be deemed ineligible for consideration. Instead, provide detailed, descriptive information about your actual experience.

Position: Chief, Collections Management Division
Location: Library of Congress
Posted: USA Jobs
Salary: $150,160-225,700

This position is located in the Collections Management Division, Preservation Directorate, Discovery and Preservation Services. The salary range indicated reflects the locality pay adjustment for the Washington, D.C., Metropolitan area. This is a supervisory, non-bargaining unit position. Relocation expenses may be authorized for the person(s) selected under this vacancy announcement. **MLS or equivalent or relevant Expertise is preferred, not required.**

The position serves as the Chief of the Collections Management Division (CMD), Preservation Directorate (PRES), Discovery and Preservation Services (DPS) Directorate within the Library Collections and Services Group (LCSG) at the Library of Congress (LC). The Chief, CMD works under the general direction and supervision of the Director for Preservation who also oversees the Conservation Division, the Preservation Services Division and the Preservation Research and Testing Division. The Chief, CMD is the Library of Congress's officer responsible for overseeing the physical storage of library materials, including stack maintenance, security, access inventory management, and long-term care of the more than twenty million volumes in the general collections and for other collections as assigned.

The Chief is the Library's expert responsible for coordinating the planning, development and implementation of a program to effectively track collections items from the time they enter the Library to the time they are removed from the collections, including processing, circulation both' inside and outside the Library, custodial and storage location. The position is highly engaged in various other Library collections management efforts, including implementing and maintaining the technology systems for tracking the location of items and collaborating with other Library units on large-scale storage projects. Serves as the Library's expert responsible for space planning for collections Library-wide both on Capitol Hill and at the off-site collections storage facilities.

Duties:

- Serves as the Library's security officer for the general collections and an expert in developing and implementing security policies for the collections of the Library as a whole. Responsible for and authority of the custody of the general collections, considered internationally paramount in their research value, their scope and their importance. Develops policies governing collection storage, retention, loan, and access. These programs reflect the Library's

responsibilities as the National Library in supporting and adequately reflecting current research and other needs of Congressional, governmental, and scholarly clients of the Library of Congress.

- Supervises a group of employees performing work up to the GS-15 level. Provides administrative and technical supervision relative to the staff supervised. Plans work to be accomplished by subordinates, sets and adjusts short-term and long-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Observes workers' performance; demonstrates and conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Recommends appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary.
- Formulates and administers policies affecting the mission of CMD, Library Collections and Services Group (LCSG), and the Library of Congress in the areas of collections, access, security, inventory management and collections storage. Provides broad policy guidance to managers to ensure effective integration of operational resources involved in implementing CMD and LCSG programs and initiatives. Implements policy direction for cross-cutting initiatives that may require coordination among LCSG divisions and various components of the Library. Directs the development, planning, and implementation of policies and guidelines affecting broad, emerging and/or critical Service Unit and agency programs and objectives.
- Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with management and officials at the Library of Congress, government agencies, and other institutions with related interests, in order to advance the programs and objectives of LCSG and the Library of Congress.

Qualifications: The competencies below are required for this position. Those marked with a double asterisk (**) are considered the most critical competencies for this position. A candidate's resume must show a proven record of accomplishment that clearly demonstrates he or she has:

- **Ability to lead people and manage a workforce**:** The successful candidate has led people to meet an organization's vision, mission, and strategic goals, including ongoing improvements in customer services and performed the following: 1) identified current and future staffing needs based on organizational goals, objectives, and capacity gaps; 2) communicated performance expectations to staff; 3) conducted periodic performance evaluations; 4) provided advice and counsel to staff; 5) addressed performance and disciplinary issues; 6) delegated or planned and assigned work; 7) provided appropriate training and professional development opportunities to staff; and 8) identified and implemented innovative methods to improve staff productivity.
- **Experience and expertise leading a collection management and access program**: The successful candidate has professional knowledge of complex program management in support of collection management and access. Experience with the following: 1) operational support of collections inventory, access, security, facilities and collections space management; 2) budgetary and contract oversight; 3) program and project management skills; 4) collaboration with others to determine strategies to organize, digitize and make collections accessible; and 5) allocation of human, technical, and financial resources.
- **Implementing the principles, concepts, and methods of library science**:** The successful candidate has applied professional knowledge of library and information management principles, concepts. Experience with the following: 1) setting priorities and policies for general and special collections management; 2) developing strategies to improve the research experience and a culture of assessment; 3) determining strategies to organize, digitize and make collections accessible; 4) providing leadership for collection management, development, and acquisition; 5) working closely with library subject specialists in setting; and 6) developing collaborative approaches to public outreach to increase the use of library collections and services.
- **Expertise to analyze complex organizational and operational problems and implement solutions:** The successful candidate has provided appropriate strategies to solve program and/or organizational and operational issues and problems. Functions performed include: 1) developed new or enhanced procedures within a work unit, 2) independently made technical judgments, 3) developed practices and standards, and 4) justified new and revised programs and projects to upper management.
- **Ability to lead and inspire change:** The successful candidate has led people effectively and inspired change in developing and implementing agency values, principles, and direction. This includes the ability to promote ideas with enthusiasm, conviction, and assertiveness; resolve contentious situations; solicit and consider others' opinions; gain support and commitment from others; motivate and inspire others; and promote a culture of change and growth.
- **Ability to build and engage coalitions and networks in support of mission:** The successful candidate has Identified, built, and maintained relationships and networks to gain support and commitment from scholars and other learners; the publishing and creative community; and colleagues in the library field. This includes: 1) participating in and representing the institution at professional association meetings; 2) working collaboratively with other divisions, directorates, service units and organizations to further Library goals and objectives; and 3) working with the archival and research library community to identify trends and issues related to the collections and services of the Library.

- **Ability to communicate effectively other than in writing:** The successful candidate has effectively express ideas and recommendations other than in writing in various settings to peers, staff, managers, supervisors, and external audiences to both provide and seek information. This includes actively listening to or understanding communicated information and answering questions thoughtfully and completely.

Posted in **Job Vacancies** | Tagged **Archivist**, **Government Library**, **Law Library**, **Washington DC**

One Position: Maryland

Posted on **October 6, 2025** by **LLAM News**

Position: Satellite Librarian – Baltimore, MD

Location: U.S. Court of Appeals for the Fourth Circuit

Salary: $81,117 – $131,826

ABOUT THE JOB
The Fourth Circuit Court of Appeals Library is currently accepting applications for a librarian position for Baltimore, MD. The Satellite Librarian reports directly to the Circuit Librarian and is a member of the Circuit Library's team of librarians and support staff serving all judges and judiciary staff in the Fourth Circuit. The Satellite Librarian manages and maintains the library in Baltimore, MD, providing all library services, information, and materials required by federal circuit, district, magistrate, and bankruptcy judges located in the District of Maryland, as well as court staff, members of the bar, and the general public. The Satellite Librarian also oversees the administration of a shared judges' library in Greenbelt, MD.
The Fourth Circuit prides itself on being a collegial and collaborative workplace. We are an organization that promotes creativity and innovation, believes in diversity and inclusion, recognizes excellence, and promotes the effective administration of justice. In return, we are looking for strong candidates who share our vision and passion.
Our ideal candidate can develop and manage library initiatives, has excellent interpersonal skills, has an outstanding work ethic, has unquestioned integrity, is attentive to details, and is committed to excellent customer service.
OVERVIEW OF DUTIES

- Perform legal and non-legal research and reference services.
- Provide education and training to chambers and court staff on Westlaw, Lexis, Bloomberg Law, and other online legal research services.
- Assist with public relations and outreach efforts.
- Contribute to newsletters, research guides, and web pages for patrons.
- Perform other duties as assigned

QUALIFICATIONS
Required Qualifications

- Master's degree in Library Science (MLS) from an ALA accredited school of Library or Information Science.
- One (1) year of full-time specialized experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices, and theories of library management.
- Proficiency using Westlaw, Lexis, Bloomberg Law, and other library research sources.
- Strong research, analytical, organizational, written communication, and oral communication skills.
- Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
- Ability to travel and telework when necessary or assigned.
  Preferred Qualifications
- A law degree (J.D., LL.M., S.J.D, or J.S.D.) from an accredited law school.
- At least two (2) years of law library experience.
- Skill in conducting training sessions or webinars and producing short training videos.
- Skill in using an integrated library system like SirsiDynix.
- Interest in civics and court history

BENEFITS

- Telework opportunities.
- Flexible Schedules.
- Health, Dental, Vision, Life, and Long-Term Care insurance.
- Retirement (FERS).
- Thrift Savings Plan (similar to a 401(k) plan).
- Vacation, Sick Leave, and Holidays.
- Flexible Spending Accounts for health care, dependent care, and commuter expenses.
- Mass Transit Subsidy (budget dependent)

HOW TO APPLY
Email the following combined in a single PDF document to Human Resources at vacancy@ca4.uscourts.gov.
(1) Cover Letter detailing qualifications and experience.
(2) Resume that includes the name, title, and the contact information of three professional references.
(3) Judicial Branch Application: AO78-Application for Employment.
Please include the title of the position in the subject line of the email, and please note in the cover letter where you saw the announcement. Receipt of applications will be acknowledged.
Interviews may be virtual and/or held in person in Richmond, VA or Baltimore, MD. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.
Posted in **Job Vacancies** | Tagged **Government Library**, **Maryland**

Five Positions: Maryland

Posted on **July 14, 2025** by **LLAM News**

Position: Instructor/Assistant Professor, Systems and Resource Management Librarian
Location: Anne Arundel Community College
Posted: ALA Joblist
Salary: $69,666-87,498

Position Summary: The Systems and Resource Management Librarian is responsible for managing and providing support for all aspects of library systems, software and technology, including the integrated library system (ILS), and for overseeing the library's resource management office. Primary duties include configuration, maintenance, enhancement, training and troubleshooting of the library's SirsiDynix Symphony ILS and its public web interface, managing and supporting all other library-specific systems and web-based services, and coordinating cataloging and systems work. This position also provides library instruction and reference services and serves on college committees.

In the best interest of the College, only individuals who are residents of Maryland or one of the following states will be eligible for employment at the college: Delaware, Pennsylvania, Virginia, West Virginia or the District of Columbia. The college will annually review this restriction and, if appropriate, expand the list of states of employment eligibility.

Job Duties and Responsibilities:

- Library catalog: Serve as system administrator for the SirsiDynix Symphony ILS, configuring it to accurately reflect and access the library's physical and electronic collections. Plan and implement system enhancements and upgrades. Collaborate with other librarians, library staff, and vendor support to: maintain and update system parameters and policies; resolve complex problems with ILS data; troubleshoot problems with functionality; and enhance the system and its services. Serve as the library's expert on ILS capabilities and assist with the gathering and interpretation of library statistics.
- Other library systems: Plan for, implement, configure and maintain all other library-specific systems, including the 360Link OpenURL resolver, ezproxy remote access proxy service, and library subscription databases. Work as a team with other librarians and staff to facilitate consistent discovery and access to library resources across platforms and formats. Act as primary liaison with technology vendors and with the college's Information and Instructional Technology division (IIT) for library-specific software and services.
- Library resource management coordination: Supervise staff assigned to the resource management office, which incorporates Cataloging and Interlibrary Loan. Coordinate cataloging, ILL and systems work between the resource management office and other areas of the library and college.
- Library teaching and faculty responsibilities: Teach library instruction sessions and provide reference services to library patrons. Support online learners within the college's learning management system environment. Create instructional aids, help sheets, documentation, and other instructional materials. Train library staff and others in using library systems. Represent the library on college committees and with library, vendor and community organizations. Participate in collection development.
- Other: Collaborate with others in the library and across the college to enhance library services, forming collaborative and supportive relationships in support of student success, student engagement, and equity initiatives. Participate in a program of professional development to maintain currency of job knowledge and enhance and increase job skills.
- Other duties as assigned by the Director of the Library.

Required Qualifications:

- Master in Library and Information Science (MLIS) or equivalent degree from an ALA-accredited institution
- Minimum of two years of library experience, including professional experience with cataloging and/or managing an ILS
- Minimum of one year of supervisory experience
- Working knowledge of database management technology
- Demonstrated technical knowledge in at least two of the following three areas:
  - Cataloging formats and standards: e.g. RDA, FRBR, authority control, MARC formats, OCLC, LCSH, LC Classification
  - Other data formats and standards: e.g. XML/XSL, HTML/CSS, accessibility standards such as WCAG
  - Data editing tools: e.g. text editing tools such as MarcEdit or Notepad++; complex pattern matching tools such as regular expressions and/or grep; data manipulation tools such as sed or Excel formulas
- Excellent oral, written, and interpersonal communication skills and a strong public service philosophy
- Demonstrated ability to work collegially as a team member in a diverse and changing environment
- Demonstrated ability to write well-organized, user-friendly, easy-to-follow documentation and instructional materials
- Demonstrated knowledge of current and emerging library and information standards
- Demonstrated ability to communicate effectively with library staff members and patrons with varying technology skills and experience

- Demonstrated ability to be innovative and flexible
- Demonstrated commitment to customer service and the philosophy of a community college

Preferred Qualifications:

- Experience with SirsiDynix Symphony and Linux/Unix OS
- Experience with an ILS's Application Programming Interface (API)
- Academic library experience

Position: Collections Data Assessment Coordinator
Location: University of Maryland Libraries
Posted: ALA Joblist
Salary: $53,247-63,896

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serve more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries' extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries were honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.

The Collections Data Assessment Coordinator conducts ongoing assessment and review of library content by analyzing library data related to usage, subject area, and format in support of the Libraries' collection strategy. The role involves gathering, processing, and interpreting data to inform acquisition decisions and resource management. The Collections Data Assessment Coordinator will utilize advanced data analysis tools to monitor trends and provide actionable insights that contribute to the strategic planning and development of the Libraries' collections. The position reports to the Head of Acquisitions, Continuing Resources, and Data Services.

Preferences:

- **Education:** Master's degree in a related field (e.g., Information Science, Data Science, Library Science).
- **Knowledge, Skills, and Abilities:**
  - Proficiency with Microsoft Excel, Google Sheets, and at least one programming language (e.g., MATLAP, Python, R).
  - Strong analytical skills and the ability to interpret large datasets.
  - Effective communication skills for presenting data insights.
  - Detail-oriented with the ability to manage multiple tasks and deadlines.
- **Physical Demands:** The position involves primarily sedentary work in an office setting with light to moderate noise. Sedentary work involving remaining in place for long periods. Occasionally, light to medium work that includes moving objects up to 20 pounds to 50 pounds and possible travel for professional development/training activities.

Minimum Qualifications

- Education: Bachelor's degree from an accredited college or university.
- Experience: One (1) year of professional experience in data analysis, library collections, or library services
- Other: Additional work experience as defined above may be substituted on a year for year basis for up to four (4) years of the required education.
- Knowledge, Skills, Abilities:
  - Knowledge of programming languages (e.g., MATLAP, Python, R).
  - Skill in oral and written communication.
  - Skill in presenting data insights.
  - Skill in the use of Microsoft Office and Google Suite products.
  - Ability to manage multiple tasks and deadlines.
  - Ability to analyze and interpret large datasets.

Posting Close Date: 07/31/2025

Position: Librarian II – Assistant Head of Collection Management
Location: Washington County Free Library (WCFL)
Posted: MLA
Salary: $28.29/hr

Description: The Washington County Free Library (WCFL) seeks a detail-oriented librarian with working knowledge of collection management for the position of Assistant Head of Collection Management (Librarian II). This position performs all aspects of the Collection Management Department, which selects, orders, processes, and maintains the Washington County Free Library's collections across the library's seven branches, as needed, but specific responsibilities will include taking a lead role in developing and overseeing a regular weeding schedule for all branches, selecting and ordering all juvenile print materials system-wide, and supervising the department in the absence of the Head of Collection Management. Work is performed with considerable independent judgment and initiative, and requires a working knowledge of children's literature and general collection management, along with problem-solving skills and critical thinking. Working knowledge of cataloging and/or copy cataloging is preferred.

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth. Location: Based at the Fletcher Branch of the Washington County Free Library; may require travel to other branches.

Hours: Full-time; 37.5 hours per week; generally Monday-Friday, but schedule may vary.

Salary ranges: Anticipated hiring rate will be $28.29/hour.

Essential Functions: This list is representative and may not include all the duties this position entails:

- Assists in the supervision and management of the Collection Management Department as needed or assigned.
- In coordination with the Head of Collection Management, is responsible for the selection of juvenile print materials for all locations.
- Coordinates the onboarding of new departmental employees and works with other department heads to provide relevant collection-related onboarding to new staff systemwide.
- Responsible for ensuring that a regular weeding schedule is established and followed for all WCFL locations; weeds as required.
- Runs collection maintenance reports and assigns staff to specific tasks as needed.
- Maintains a working knowledge of departmental duties and procedures, and fills in and/or assists other staff as needed.
- Fosters a culture that embraces change, innovation, continuous learning, and proactive customer service.
- Ensures that a defined list of departmental statistics is collected, compiled, and recorded on a daily, weekly, or monthly basis as directed.
- Attends relevant conferences, workshops, and other training opportunities for the purposes of ongoing professional growth and development and the completion of required continuing education credits.
- Other duties as assigned.

Skills, and Abilities: Includes, but is not limited, to the following:

- Working knowledge of physical and digital formats of library materials and resources.
- Thorough knowledge of modern principles and practices of public librarianship.
- Ability to evaluate community needs, interests, and expectations as they relate to the library collections.
- Ability to perform collection maintenance at a professional level.
- Demonstrated ability to work well under pressure and to meet deadlines, to multi-task and prioritize, and to be flexible as needed.
- Ability to effectively plan, organize work, determine priorities, make decisions, and complete assigned duties with minimal supervision and with multiple interruptions.
- A commitment to excellent internal and external customer service.
- The ability to effectively and creatively solve problems, including the ability to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches.
- Ability to write effectively at a professional level, including the ability to create and edit a procedure manual.
- Ability to collect, understand, and analyze statistical data and make suggestions based on a combination of the data and organizational needs.
- Ability to effectively access and utilize current and emerging technology and the Internet to perform all required tasks.

- Knowledge and skills necessary to work effectively both independently and as part of a team.
- Ability to regularly lift, bend, move, push and pull heavy carts, and remain standing for long periods of time.

Qualifications & Requirements:

- Possession of a Master's Degree in Library and Information Science from an American Library Association accredited program and experience in professional library work.
- Demonstrated familiarity with children's literature.
- A valid driver's license and a willingness and ability to travel within Washington County as needed is required. Must be eligible for Maryland Public Librarian Certification.

To apply: Email completed employment application and resume to Admhr@washcolibrary.org. Application can be downloaded at https://www.washcolibrary.org/. Position open until filled; first consideration will be given to applications received by 10:00 am on **Monday, July 21, 2025.**

Position: Business & Legal Research Analyst
Location: DLA Piper LLP
Posted: AALL, LLSDC
Salary: $82,712-125,252

Summary: The primary task of Business & Legal Research Analysts is to provide expert research support to DLA Piper attorneys and staff. The Analyst will manage their own workflow by claiming and completing research requests in Quest, our Research Management system, in a timely and efficient manner. All analysts are research generalists and handle requests along a wide spectrum of topics, including but not limited to legal, business/corporate, IP, public records, and legislative history. Analysts also regularly review and evaluate new and existing electronic resources to improve service and research efficiency. They are expected to participate in continuing education by attending workshops and webinars for professional development and regularly reviewing professional literature. All analysts are aligned with specific practice groups to support their resource needs.

Location: This position can sit in any of our U.S. offices and offers a hybrid work schedule.

Responsibilities

- Conduct research and/or fact-checking in a wide range of topical areas, including, but not limited to, legal, business/corporate, IP, public records, legislative history, and many others.
- Showcase strong research skills, including an ability to think critically about research tools, conduct cost-effective and efficient research, compile research results, summarize data, and communicate methodology and results clearly.
- Regularly use and learn multiple research platforms, including, but not limited to, Lexis+, Westlaw Protege, Bloomberg Law, VitalLaw, Capital IQ, FactSet, Pitchbook, Docket Navigator, PatBase, and many others.
- Regularly use and learn tools, including but not limited to Lexis+AI, Westlaw Precision AI, Intelligize+AI, Harvey and many others.
- Knowledge of tools and techniques for setting up current awareness and litigation alerts.
- Assist with the training of attorneys and staff on the effective use of legal and business research resources.
- Participate in the regular review and evaluation of new and existing electronic resources with an eye toward improved service and research efficiencies.
- Demonstrate a commitment to continuing education by attending workshops and webinars for professional development and regular review of professional literature.
- Align with specific practice groups to support their resource needs.
- Other duties as assigned.

Desired Skills

- Knowledge of legal, business, scientific, and general research resources and methodologies.
- Knowledge of Westlaw, Lexis, Bloomberg Law, and VitalLaw product suites.
- Knowledge or ability to learn multiple research platforms, including, but not limited to, Capital IQ, FactSet, Pitchbook, Docket Navigator, PatBase, and many others.
- Ability and willingness to learn and use new GenAI tools, as DLA Piper is an early adopter of GenAI technology.
- Knowledge of tools and techniques for setting up current awareness and litigation alerts.
- Strong communication and interpersonal skills.

- Strong research skills including an ability to think critically about research tools, conduct cost-effective and efficient research, compile research results, summarize data, and communicate methodology and results clearly.
- Experience with reviewing and evaluating new and existing electronic resources with an eye toward improved service and research efficiencies.
- A demonstrated commitment to continuing education through conference and webinar attendance and participation in local and national associations.
- Willingness to work outside of normal business hours and on weekends as needed. We have a rotating weekend on-call schedule (approximately once a quarter).
- Experience with Quest request management system. Experience with current awareness alerting, especially Vable and/or Lexis Newsdesk.

Minimum Education: Bachelor's Degree in Library Science or related field.

Preferred Education: Master's Degree MLIS or JD.

Minimum Years of Experience: 2 years of conducting research in a legal setting, preferably in a law firm environment. Experience performing extensive research using tools such as Westlaw, Lexis, Bloomberg Law and others is required.

Essential Job Expectations: While the specific job requirements of a DLA Piper position may vary depending upon scope of the job and area of specialty, there are certain universal requirements that are expected of all DLA Piper employees, which include but are not limited to:

- Effectively communicate, verbally and in writing, with clients, lawyers, business professionals, and third parties.
- Produce deliverables, answer phone calls, and reply to correspondence in an efficient and responsive manner.
- Provide timely, accurate, and quality work product.
- Successfully meet deadlines, expectations, and perform work duties as required.
- Foster positive work relationships.
- Comply with all firm policies and practices.
- Engage in both physical and sedentary activity, such as (a) working at a computer for extended periods of time, including on-screen reading and typing; (b) participating in digital/virtual conference calls; (c) participating in meetings as needed.
- Ability to work under pressure and manage competing demands in a fast-paced environment.
- Perform all other duties, tasks or projects as assigned.

Physical Demands: Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Work Environment: The individual selected for this position may have the opportunity for a hybrid work arrangement comprised of remote and in-office work, the requirement for which will be determined in coordination with the hiring manager or supervisor and may be modified in the firm's discretion in the future.

Position: Research & Knowledge Analyst
Location: Ogletree Deakins
Posted: AALL
Salary: $66,800-100,200 (Baltimore)

Position Summary: We have the opportunity for an experienced Research & Knowledge Analyst to join the firm's Knowledge & Innovation team. The Research & Knowledge Analyst will perform legal and business research to support firm needs. The position reports to the Research Manager within the Research Services group and may be remote, however, the successful candidate must reside in a state where the firm has a physical office.

Essential Functions

- Analyzes research results and provides concise summaries of findings
- Fields requests from attorneys and staff through a request management ticketing system
- Acts as an advisor to attorneys and staff in the selection and navigation of resources

- Communicates with courts and court runner services
- Accurately records billable research in firm's time entry system in accordance with firm policy
- Participates in the evaluation of new-to-market and updated versions of resources to determine potential value to firm
- Participates in collaborative Research Services meetings (video conference)
- Conducts onboarding training for lateral attorneys and staff
- Identifies opportunities for process improvement as it relates to the position's responsibilities
- Works on special projects to support Knowledge & Innovation and Research Services
- Keeps abreast of available research tools applicable to the position's responsibilities; developments with current research tools; and developments in research concepts, techniques, and methods
- Participates in professional development through internal and external training and involvement in professional associations
- Maintains strict confidentiality of firm matters
- Models qualities and performance desired in firm employees, including attendance, professionalism, and quality work product
- Uses resources in compliance with firm's policies

Requirements

- Bachelor's degree required, MLS and/or JD preferred
- 3+ years of law firm library/research services experience preferred
- Proficient in use of Quest, Westlaw Edge, Lexis+, Bloomberg Law, LexisNexis Practical Guidance, VitalLaw, LexisNexis CourtLink, PACER, HeinOnline, Hoovers, Accurint, TLO, and other research resources
- Working knowledge of cost-effective research techniques
- Team mindset and excellent interpersonal, written and verbal communication skills, facilitating effective working relationships and customer service
- Strong attention to both detail and accuracy
- Ability to work independently and efficiently under time constraints and exercise independent judgment
- Adept at handling multiple projects and shifting priorities
- Initiative and problem-solving abilities
- Keen interest in innovation and technology, and ability to quickly learn new resources

Posted in **Job Vacancies** | Tagged **Academic Library**, **Law Library**, **Maryland**, **Public Library**, **Public Services**, **Technical Services**

One Position: Washington, D.C.

Posted on **July 14, 2025** by **LLAM News**

Position: Research Analyst (Hybrid)
Location: Holland & Knight
Posted: LLSDC
Salary: $87,000-131,000

We are a Firm where people truly believe in what they do and strive to achieve the highest standards of performance and success. This position may be filled in any of our U.S. offices, with preference for those located in the Pacific Time zone.

General Description: We are seeking a Research Analyst to join our team. The Research Analyst responds to legal, corporate, and industry research and reference requests, helping to meet the daily information needs of firm lawyers, business professionals and clients using industry-standard databases and tools. In this hybrid position, you will have the opportunity to collaborate with colleagues both in person and virtually.

Key Responsibilities and Essential Job Functions:

- Appropriately scope, research, and respond to legal, corporate, industry, and client-related research and reference requests.
- Follow best practices in research strategy or provided research plans in answering all queries.

- Evaluate sources and organize information into high-quality work product sent directly to firm lawyers, business professionals or clients.
- Exercise judgment and accountability in prioritizing billable workflow and either meeting or communicating effectively around deadlines.
- Provide and implement current awareness and litigation alerting, particularly as part of firm's industry sector and business development initiatives.
- Provide group and individual instruction on research techniques, methodologies, and strategies.
- Train firm lawyers and business professionals on the functionality and usefulness of information resources, including industry standard legal and corporate databases.
- Promote research tools, offerings and services through participation in practice group, section, industry, and team meetings as assigned research liaison.
- Develop and maintain an understanding of the information needs, workflow, and preferences of users and stakeholders in order to support and improve ease of access to information.
- Complete required knowledge management and record keeping, including time entry for all billable and lawyer-facing research, metadata entry for all time billed, metadata entry for all research requests, and compilation of all research communication and components in firm research intake platform.
- Assess and report on resource or technology needs, as well as collection strengths and weaknesses, through conversations with firm lawyers and other key stakeholders.
- Attend research training, legal vendor training, knowledge sharing sessions, and other continuing education toward maintaining highest quality service output.
- Serve on research team committees focused on clear project outputs such as intranet and ERM maintenance, hiring, subscription audit and review, etc.
- Support the firm's information resource stewardship, complying with all information security, privacy, confidentiality and licensing requirements while educating all users on the same.
- Special projects and duties as assigned.

Required Skills:

- Proficiency with MS Office Suite, including Excel, Word, and PowerPoint.
- Ability to adapt and apply new technologies and workflows.
- Demonstrated stress management skills and effective prioritization of workload.
- Basic troubleshooting skills with common IT issues involving access to databases and online content.
- Critical evaluation skills, including the ability to answer reference questions; identify relevant legal authority and information sources; assess the credibility, currency, and validity of information; as well as explain thought process and scope of research in solutions.
- Good communication skills, including active listening, clear writing, professional speaking, cultural sensitivity, emotional intelligence, and civility.

Required Qualifications & Education:

- Minimum of 2 years legal, corporate or library professional or paraprofessional experience required, preferably in a role encompassing research or reference support services.
- Master's Degree in Library and Information Science from an ALA accredited school or equivalent degree.
- Bachelor's Degree with more than 5 years legal, corporate or library professional or paraprofessional experience may be substituted in exceptional circumstances.
- Intermediate understanding of legal systems and concepts, with an awareness of the legal industry and current trends.
- Intermediate knowledge of research methods and competencies, including awareness of efficient and cost-effective research strategies across legal and non-legal information sources including generative AI.
- Ability to apply research plans, engage in reference interviews, review information, logically organize information, and integrate findings into work product.
- Intermediate research and database competency, including proficiency with Lexis, Westlaw, Lex Machina, Bloomberg, Intelligize, VitalLaw, RIA Checkpoint, S&P Capital IQ, Pitchbook, PACER, HeinOnline, or equivalent.
- Some familiarity with APIs and data visualization.
- Commitment to strong service values with the ability to exhibit sound professional judgment, discretion, strategic thinking, independent problem solving, and accountability.
- Experience giving presentations, including some familiarity with persuasive and confident speech and writing.
- Understanding of and proven commitment to relationship building, team building and collaboration.
- Future-focused outlook with some experience engaging stakeholders towards surfacing and communicating problems, challenges, and opportunities.
- Self-awareness of knowledge gaps with personal effort toward continuing education.
- Team-minded and diplomatic, with an engagement in mentorship and knowledge sharing.
- Independently motivated.

Physical Requirements:

- Ability to sit or stand for extended periods of time.
- Moderate or advanced keyboard usage.

This position may be filled in Washington, Illinois, District of Columbia, New York, Colorado or California. The base salary ranges for this position are listed below. These ranges may not be applicable to other locations. An individual's actual compensation will depend on the individual's qualifications and experience. In addition to the base compensation, Holland & Knight provides bonus opportunities and an exceptional benefits package.
Posted in **Job Vacancies** | Tagged **Law Library**, **Washington DC**

Six Positions: Maryland

Posted on **June 11, 2025** by **LLAM News**

Position: Associate Director of Instruction, Research, and Reference
Location: University of Maryland Francis King Carey School of Law, Thurgood Marshall Law Library
Posted: AALL, LLSDC
Salary: $119,000-129,000

This is one of two positions available at the Thurgood Marshall Law Library at the University of Maryland.

Job Summary: The Associate Director of Instruction, Research, and Reference reports directly to the Executive Director of the Thurgood Marshall Law Library. This position is an essential member of the library's leadership team, providing input on strategic directions for the law library and leading critical programs and initiatives. This position oversees the day-to-day management for all legal research instruction, research support for faculty, and the library's reference services. This position contributes expertise to library and campus committees, and participates in local, regional, and national organizations. In partnership with the Executive Director, this position will ensure that a commitment to UMB Core Values is reflected in library services, operations, and team members.

Availability: Start date on or after July 1, 2025. For priority consideration, please submit materials by June 16, 2025. Applications will be considered on a rolling basis until the position is filled.

Hiring Range: $119,000 to $129,000, commensurate with experience.

See the full job description and instructions on applying here. https://umb.taleo.net/careersection/umb_faculty+and+post+docs/jobdetail.ftl?job=250000J2&lang=en

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Position: Executive Director of Data & Educational Technologies
Location: University of Maryland Francis King Carey School of Law, Thurgood
Posted: AALL, LLSDC
Salary: $130,000-145,000

The Executive Director of Data & Educational Technologies (a new position reporting to the Associate Dean for Library & Technology, Kristina Alayan. See the link above for the job description and instructions on how to apply. The position will remain open until filled.

For priority consideration, please submit materials by June 16, 2025.

Job Summary: The Executive Director of Data & Educational Technologies is responsible for managing and analyzing institutional data as a strategic asset across academic, administrative, and research functions and leading educational technology to enhance the quality of teaching, scholarship, and operations throughout the Law School. This will require communicating and coordinating with various stakeholders (e.g., Administration, Academic Affairs, Office of Registration &

Enrollment, Faculty and Students) in a variety of contexts (e.g., survey design, data analysis, training). This position requires creativity, taking initiative and identifying solutions and opportunities across a diversity of areas. In addition to the other library & technology administrators, this position is responsible for promoting the value and services of these units while helping stakeholders understand and adapt to potential limits (e.g., best practices, resources). This is a Library Faculty position with teaching responsibilities that reports directly to the Associate Dean for Library & Technology. As a member of the library and technology administration, this position partners with other members of the library & technology administration to ensure a commitment to the UMB Core Values and law school mission are reflected in our services and operations. The successful hire will be required to adapt to the evolving needs of the law school (e.g., new and/or modified duties as assigned).

Salary and Benefits:

- The salary hiring range is $130,000 to $145,000, commensurate with qualifications and experience.
- The position is a 12-month library faculty appointment. The successful candidate will be expected to meet library and university requirements for permanent status and promotion within established timeframes.
- This position offers a generous benefits package that includes 22 vacation days, 14 floating and fixed holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and dependents at any of the University System of Maryland schools.

Availability: The position is available immediately.

Position: eResources & Discovery Services Librarian
Location: University of Maryland, Baltimore County
Posted: AALL, ALA
Salary: $63,000

The Albin O. Kuhn Library & Gallery promotes intellectual growth and creativity by developing high quality collections, facilitating access to information resources, and furthering innovative teaching and learning. In support of the University's mission, our Library is dedicated to diversity, social responsibility, and lifelong learning.

For more information visit: https://library.umbc.edu/

Responsibilities: Reporting to and working collaboratively with the Associate Director for Technical Services, the position oversees work related to managing the life cycle of the Library's electronic resources and print serials collection and manages the Library's discovery services platform (currently Ex Libris Primo).

Responsibilities include, but are not limited to, establishing and maintaining access to electronic resources; assisting with developing collection development assessment strategies for print journal/database/electronic resources; overseeing database maintenance projects related to the management of the print serials collection; provides leadership for eResources and Serials Unit staff (currently 3 nonexempt staff); communicates with other library units about decisions, policies, and practices affecting the Library's print serials and electronic resources collections; and participates in library, campus, consortium, and regional/national communities and organizations as appropriate.

Required Minimum Qualifications:

- Requires a Master of Library & Information Science degree (or equivalent ALA accredited degree).
- Three years of experience (five preferred) working with eResources and print serials including:
  - Understanding of best practices for managing and evaluating electronic resources
  - Experience managing a print serials collection including knowledge of current issues related to maintaining a print serials collection;
  - Demonstrated knowledge of electronic resource industry standards, best practices, and protocols, including but not limited to ER Licensing, SUSHI, COUNTER, and open URL link resolvers
  - Experience supervising staff and student assistants;
- Three years of experience (five preferred) managing a library discovery services platform.

Preferred Qualifications:

- Demonstrated ability to develop and document procedures;

- Experience with Ex Libris Alma and Primo;
- Experience with SFX
- Experience working in a library consortium environment.

This position is a full time (40 hours/week), 12-month library faculty appointment at anticipated rank of Librarian II. Salary commensurate with experience. Starting Salary: $63,000

For questions about submitting application materials, contact Teresa Reese (reeset@umbc.edu). For questions about the position, contact Lynda Aldana (laldana@umbc.edu). Review of application materials will begin June 23, 2025 and will continue until the position is filled. To apply visit: http://facultyjobs.umbc.edu/cwfac/en-us/job/494962?lApplicationSubSourceID=11558

Position: Head of Electronic Resources and Acquisitions
Location: Frostberg State University
Posted: ALA Joblist
Salary: $69,000-77,000

Frostburg State University, Lewis J. Ort Library, seeks applications for a full-time, exempt level position as the Head of Electronic Resources and Acquisitions. Salary commensurate with experience; University System of Maryland benefits package included. Frostburg State University seeks a dynamic, forward-thinking, collaborative individual with demonstrated experience and potential to provide innovative strategies for supporting student learning and scholarly research while promoting a culture of excellent service to library users.

Responsibilities: Directs all activities of the Acquisitions, Continuing Resources, and E-Resources Management Unit including the acquisition of and de-selection of library materials in all formats, including electronic, print, non-print, and serial resources. Responsible for the full lifecycle of electronic resources including conducting negotiation with vendors as well as coordinating the evaluation of license agreements. Oversees management of the library materials budget in consultation with the Library Director. Coordinates shared print initiatives. Supervises staff involved in the acquisition and withdrawal of library materials, including associated fiscal activities. Collects, analyzes, and reports statistics to inform evidence-based collection development decisions. Represents the library on relevant University and system-wide committees.

Minimum Qualifications: Bachelor's degree preferably in library/information science or related field. Three years of successful, progressively responsible professional experience in electronic resources management and technical processing or acquisitions management, including at least one year of administrative or supervisory experience. Experience with integrated library systems, discovery systems, and associated e-resources knowledgebases. Experience with electronic resources licensing terms and conditions as well as procurement processes. Demonstrated ability to negotiate licenses and manage vendor relationships. Working knowledge of usage reporting formats (COUNTER, etc.) and the demonstrated ability to apply statistical methods in gathering and analyzing a wide variety of data including interpreting financial data.

Preferred Qualifications: Master's in library science degree from an ALA-accredited program. Experience with acquisitions workflows, budgeting, or e-resources licensing in an ExLibris Alma or similar ILS environment. Working knowledge of library analytic tools and usage data platforms. Familiarity with shared print or collaborative collection development efforts.

About the University: A member institution of the University System of Maryland, Frostburg State University is a public, comprehensive, largely residential regional university offering programs in the sciences, education, business, the arts and humanities at both the undergraduate and graduate levels. FSU prides itself on being a dynamic, learning-centered institution that emphasizes teaching with opportunities for professional development and research. Approximately 4,000 students enroll yearly.

About the Area: FSU is located on a scenic 260-acre campus in the gorgeous mountains of Western Maryland. Affectionately referred to as Mountain Maryland, our region is the outdoor enthusiasts' paradise, offering a combined 600 miles of biking and hiking trails, numerous lakes, rivers, streams, and waterfalls and 170,000 acres of public land, including 12 state parks, three state forests and one national park. With four seasons of outdoor recreation, including hunting, fishing, hiking, skiing & snowboarding, biking, rock climbing, world-class whitewater rafting, kayaking, recreational boating and off-road vehicle trails, Mountain Maryland offers a great quality of life and the ideal opportunity to craft your own work/life balance. With a reputation for safe communities, excellent schools and competitive wages, Mountain Maryland is

a great place to raise a family and create a community of like-minded, outdoor adventure seeking, friends and colleagues. Frostburg offers a family-friendly college town feel with easy access to major cities like Pittsburgh, Washington, DC, and Baltimore. If you are looking for a great place to live, work, and play in a beautiful mountain region with access to unlimited outdoor recreation adventure, FSU is for you!

To Apply: Please visit https://marylandconnect.wd1.myworkdayjobs.com/FSU_Careers. Along with your application, please provide the following: 1) resume; 2) a cover letter specifically addressing the requirements in this advertisement; and 3) contact information for three professional references. For full assurance of consideration please apply by **June 20, 2025.**

Position: Librarian III / Public Services Specialist III, Children's Services
Location: Prince George's County Memorial Library System
Posted: MLA
Salary: $77,329

Join our team as a **Librarian III or Public Services Specialist III** at the **Oxon Hill Branch** of the Prince George's County Memorial Library! We're seeking an enthusiastic **Children's Services** leader to manage reference and advisory services, library programs, and community outreach, creating a welcoming, engaging space that fosters learning and discovery for children ages 0-12.

As a Librarian III or Public Services Specialist III, you will:

- Oversee and evaluate branch staff performance, ensuring training and development needs are met.
- Manage staff schedules.
- Serve as the person in charge, as needed, ensuring safety, resolving escalated customer concerns, and maintaining operational equipment.
- Promote library services, events, and resources to the community.
- Represent the library in outreach activities with schools, organizations, and agencies.
- Ensure quality reference and reader's advisory services.
- Lead the planning and review of virtual and in-person programs.
- Oversee the growth and maintenance of library collections.
- Manage the circulation services desk as needed.
- Oversee the maintenance of library collections.
- Perform other duties as needed.

Qualifications:

- **Librarian III:** Master's degree from an ALA-accredited program + a Maryland Professional Public Librarian certificate + 3 or more years of experience.
- **Public Services Specialist III:** Bachelor's degree + Maryland State Library Associate Training Institute (LATI) certificate + 5 years of library experience.
- At least three (3) years of supervisory experience.
- Must be able to earn 90 Continuing Education Units (CEUs) every five years.
- Strong customer service and communication skills.
- Ability to manage multiple responsibilities effectively.
- Proficiency with library reference tools, databases, and technology.
- Flexibility to substitute at other branches and participate in special projects.

Additional Information:

- Submit your application through the link below by creating a new candidate profile. Visit our website at www.pgcmls.info.
- The successful candidate must be available to work evenings and weekends.
- After successful completion of a probationary period, telework may be authorized up to two (2) days per week.
- We provide an outstanding benefits package, including paid time off (holidays, annual, personal, and sick leave), comprehensive medical, dental, vision, and prescription coverage, professional development opportunities, and more.

If you're passionate about libraries, leadership, and children's services, APPLY TODAY!!!

Position: Librarian
Location: Baltimore County Public Library (Lansdowne or Essex)
Posted: MLA
Salary: $49,999 starting

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position. Bargaining Unit Status: Eligible

Schedule: This is a full time position working 40 hours a week. All library staff may be required to work evenings, Saturdays and Sundays throughout the year as a part of the normal work schedule.

Job Summary: Under the direction of the Library Supervisor, Assistant Library Manager or Library Manager proactively assists customers with their diverse library needs including providing information, materials advisory, computer and device assistance and performing various collection and circulation duties. Leads programs and outreach events. Serves as librarian-in-charge.

- Plans and presents programs and outreach events based on operational needs of location from individual to group instruction covering all age groups, both in-person and virtually.
- Coordinates location specific activities for a focus area, such as an age group, programs, outreach or marketing.
- Assists customers at their point of need to find answers to a broad range of questions, using appropriate resources and making relevant referrals.
- Processes all material types and devices.
- Processes daily monies, prepares revenue reports and makes banks deposits.
- Uses technology to serve customers and to streamline workflow.
- Guides customers in selecting appropriate materials for reading/viewing/listening.
- Performs collection maintenance duties and keeps collection orderly including shelving, merchandising, and shelf-reading.
- Creates/manages library customer accounts, including accepting, managing and negotiating payments (cash and electronic).
- Assists customers with all library services, including registering for appointments, programs and reserving meeting spaces (in-person, via phone or virtually).
- Uses the library's website or catalog to search, locate and reserve an item in the library's catalog or from other library systems and performs materials advisory.
- Assists customers with using public computers, including navigating online resources and using desktop software.
- Assists customers with downloading library digital content to devices.
- Assists customers with general technology questions and needs.
- Assists customers with library equipment and services, such as scanning, printing, copying, faxing and use of self-service stations.
- Understands and implements branch and system policies and procedures.
- Serves as the librarian-in-charge; includes de-escalation, handling customer issues, responding to building problems, addressing and documenting security incidents, and providing follow-up to branch management.
- Builds and maintains relationships with diverse community partners, government agencies and businesses that share a common mission.
- Prepares or updates daily schedules and/or weekly schedules based on operational needs of location.
- Performs duties that support branch initiatives and community services.
- Performs duties related to location specific, specialized services and/or Centers of Excellence
- Must be able to meet scheduling requirements by arriving to work on time and staying until the end of one's shift.
- Must be able to work evenings and weekends and be flexible with one's work schedule to meet daily operational requirement.
- Must have access to transportation, as needed to fulfill responsibilities of the position, including meetings, events and activities at other branch locations or offsite.
- Other duties as assigned.

Job Requirements:

- Bachelor's degree from an accredited college.

- Successful completion of the Library Associate Training Institute (LATI) within two (2) years of date of hire, or 90 hours towards MLS from an ALA accredited school within two (2) years of date of hire with completion of MLS within 3 years of date of hire.
- Minimum of two (2) years of customer service experience.
- Must be able to use computers, various software and other technology to perform essential duties and assist customers.
- Meet federal/state requirements to act as a passport application agent (required for full-time and part-time Librarians assigned to locations offering passport services).
- Ability to lift up to 25lbs and push/pull a wheeled cart weighing up to 100lbs.
- Ability to bend, kneel, crouch, and stretch for extended periods of time.
- Ability to stand and/or walk for up to two (2) hours at a time.
- Ability to read small print.

Posted in **Job Vacancies** | Tagged **Academic Library**, **Maryland**, **Public Library**, **Public Services**, **Technical Services**

Eight Positions: Washington, D.C.

Posted on **June 10, 2025** by **LLAM News**

Position: Research Specialist
Location: Sheppard, Mullin, Richter & Hampton LLP
Posted: LLSDC
Salary: $80,000-120,000

Sheppard, Mullin, Richter & Hampton LLP, a global Am Law 50 firm, is seeking a Research Specialist to join our Research & Intelligence team. This position can be based in any of the following offices: Downtown Los Angeles, Century City, New York, Orange County, Washington, D.C., Chicago, Del Mar, San Diego, San Francisco, Silicon Valley, Dallas or Houston. There is only one opening.

We are looking for a seasoned research professional comfortable working in a fast-paced, high-volume Big Law environment. Sheppard Mullin attorneys advise sophisticated clients navigating complex legal, regulatory, and business challenges, often relying on the legal and business research support delivered by our team. This is your opportunity to join a highly collaborative team and make an immediate impact. The ideal candidate will have 5+ years of experience as a research professional in a law firm, academic law library, or corporate research function with competency in core legal and business research platforms.

Essential Functions of Job:

- Deliver legal and business research services in response to lawyer and administrative staff requests.
- Conduct reference interviews to confirm scope, underlying business need, and delivery requirements.
- Apply strong knowledge of research and intelligence resources to deliver work product in timely, cost-effective manner with content that is easily understood and actionable.
- Participate in evaluation and implementation of potential research and intelligence solutions
- Maintain collaborative vendor relationships.
- Contribute to on-boarding, on-going training and/or off-boarding of lawyers and business professionals.

Qualifications and Experience *Required Qualifications:*

- Minimum of 5 years' experience as a research professional in a law firm, academic law library, or corporate research function with competency in core legal and business research platforms.
- Experience working in a fast paced high volume environment.
- Knowledge of conceptual framework of American law, legislative process and history, and navigating complex litigation and business research topics.
- Effective written and verbal communication skills with proven ability to interact with people at all levels of the firm.
- Demonstrated ability to work independently and efficiently and collaborate effectively with others.
- Customer service orientation with attention to detail and effective organizational skills.
- Demonstrated ability to manage multiple assignments and escalate issues as appropriate.

- Emotional intelligence and professionalism consistent with the firm's performance culture and commitment to excellence.

Education: ***Required***: Bachelor's Degree or equivalent professional experience.

See the full job description with salary ranges, and apply at: https://sheppardmullin-professionalcareers.viglobalcloud.com/viRecruitSelfApply/RecDefault.aspx?FilterREID=8&FilterJobCategoryID=1&FilterJobID=229

Position: Research Librarian
Location: Jenner & Block LLP
Posted: LLSDC
Salary: $80,000-120,000

Jenner & Block LLP is a law firm with global reach, with offices in Century City, Chicago, London, Los Angeles, New York, San Francisco, and Washington, DC. The firm is known for its prominent and successful litigation practice, global investigations practice, regulatory and government controversies work, and experience handling sophisticated and high-profile corporate transactions. Its clients include Fortune 100 companies, technology companies, large privately held corporations, emerging companies, Native American tribes, and venture capital and private equity investors. *The American Lawyer* has recognized Jenner & Block as the No. 1 pro bono firm in the United States 10 times.

This position is located in Chicago or Washington DC. Click here to see the full job description and apply: (3) Research Librarian | Jenner & Block | LinkedIn

Jenner & Block is proud to offer a competitive total rewards package, including comprehensive health & well-being benefits and 401k profit sharing. The anticipated pay range for this role is $80,000-$120,000. The actual offered rate for this position will be determined based on several factors, including qualifications and experience, geographic location, education, external market data, and consideration of internal equity.

ESSENTIAL JOB FUNCTIONS

- Conducts legal, business, and other research and reference work, including sophisticated, in-depth research and analysis utilizing legal and non-legal information resources
- Conducts effective reference interviews and distills research results into clear and concise reports of findings
- Participates in rotating on-call schedule for research desk coverage as assigned
- Evaluates diverse information sources for currency, reliability, relevance, and cost-effectiveness and selects the optimal resources for research requests
- Assists in the instruction of attorneys, legal assistants, and others in the use of legal research tools, licensing, and services
- Participates in collection development and the ongoing evaluation of online resources and makes recommendations for purchase or renewal
- Maintains research proficiency across a wide spectrum of business, legal, legislative, analytics and docket resources including Lexis, Westlaw, Pacer, WK VitalLaw, Lex Machina, and Monitor Suite
- Utilize data analytics resources to define analytical queries, compile data sets, and interpret findings to present results in an accessible way
- Effectively utilizes workflow software to track and process research requests during assigned triage shift
- Continues professional development through library association membership

QUALIFICATIONS AND REQUIREMENTS

- MLS and/or demonstrated relevant professional research experience in a private law firm or academic law library, special library, or research center
- Minimum of three years' experience providing research in a private law firm, academic law library or special library or research center
- Experience with legal and business information resources, online database searching, business research and legal research practice and procedures
- Experience using Lexis, Westlaw, and WK VitalLaw
- Proficiency in Microsoft Office Suite with strong working knowledge of Outlook, Excel, Word, and PowerPoint
- Responsiveness and demonstrated ability to manage and prioritize competing deadlines

- Client service orientation combined with excellent verbal and written communication skills
- Strong organizational and time management skills with strong attention to detail
- Ability to work in a collaborative, service-oriented team, yet also independently with minimal supervision

Additional Duties

This job description is intended to provide a general overview of the primary duties and responsibilities for the position. It is not an exhaustive list of all tasks or responsibilities that may be assigned. The role may include additional duties, specialized projects, and other tasks as required. The firm reserves the right to modify or adjust the responsibilities to meet business needs**.**

Position: Competitive Intelligence Analyst
Location: Blank Rome LLP (remote)
Posted: AALL
Salary: $90,000-110,000

About Us: Blank Rome is an Am Law 100 firm with 16 offices and nearly 750 attorneys who provide comprehensive legal and advocacy services to clients operating in the United States and around the world. Our professionals have built a reputation for their leading knowledge and experience across a spectrum of industries and are recognized for their commitment to pro bono work in their communities. Since our inception in 1946, Blank Rome's culture has been dedicated to providing top-level service to all of our clients and has been rooted in the strength of our diversity and inclusion initiatives. Our commitment to our core values and dedication to providing a supportive and inclusive work environment, allows the firm to attract and retain the brightest in the industry.

Job Overview: The Competitive Intelligence Analyst provides firm lawyers and other business professionals with company, competitor, and market information and analysis that will aid in the development of new business and achievement of strategic goals and tactical objectives.

This role has a remote working arrangement. Potential candidates must reside within one of the 10 states in which we have a physical office. If hybrid or in-office, potential candidates must live within commuting distance of a Blank Rome office. In this role, you will report to the Manager of Competitive Intelligence and Research Services.

Essential Functions

- Prepare and/or present research and competitive intelligence on key clients, prospects, competitors, industries, and trends.
- Monitor alerts and news activity to proactively support industry and client initiatives and the development of best practices.
- Connect data from the firm's intranet and experience databases with external market developments to identify opportunities.
- Collaborate with other Competitive Intelligence and Research team members for larger, more complex requests, as well as other firmwide administrative departments.
- Regularly provide backup support to the Research Services team to assist with general, legal, and company research.
- Work closely with practice groups and industry teams to build expertise and foster strong collaborative working relationships.
- Perform other responsibilities as assigned.
- Work additional hours as needed to fulfill job requirements.

The above essential functions represent the general nature and level of responsibilities for this position and is not intended to be an all-inclusive list. The firm may modify and amend any job description at any time in its sole discretion.

Skills/Qualifications

- 5+ years of competitive intelligence experience in a corporate or legal environment.
- Bachelor's degree or equivalent experience; MSLIS or other relevant advanced degree preferred.
- Advanced knowledge of legal and business databases such as Lexis, Westlaw, ALM Law.com Compass, Bloomberg Law, Courthouse News, D&B Hoovers, FitchConnect, Intelligize, LexMachina, Leopard Solutions, MergerMarket, NewsDesk, Pitchbook, S&P Capital IQ, TLOxp, and Zoominfo.

- Demonstrated strong research and writing skills, including the ability to think critically about research tools, conduct cost-effective and efficient research, compile research results, summarize data, and communicate methodology and results clearly.
- Willingness to learn and stay current on the most effective research methods and strategies.
- Able to work independently and balance competing deadlines in a fast-paced environment.
- Highly communicative team player with strong attention to detail.
- Effectively anticipate, monitor, and meet the needs of internal and/or external clients.
- Proficient in Microsoft Suite (Word, Excel, Outlook, Teams).

General Expectations

- Promote positive work habits, including effective and timely communication, teamwork, and demonstrating respect for colleagues.
- Contribute to providing the highest quality of service to internal and external clients.
- Take appropriate initiative and ownership of job responsibilities while ensuring the assignments/job duties are performed successfully and on time.
- Understand and abide by firm policies and embrace firm values.
- Ability to maintain regular attendance and work regularly scheduled hours.
- Ability to sit for long periods of time, type, and handle light lifting (files, copy paper, etc.) in a professional office environment.
- Comply with safe work practices including compliance with the firm's COVID-19 policies and safety measures.

Position: Technical Services Librarian (Archives and Civics Specialist)
Location: U.S. Court of Appeals for the District of Columbia Circuit
Posted: USA Jobs, LLSDC
Salary: $67,660-131,826

Job description: The Circuit Library of the D.C. Circuit is comprised of one headquarters library located in Washington, D.C. The Technical Services Librarian provides technical, operational, and customer service support in the equally weighted functions of archival work and civics education outreach. Secondary, but additional responsibilities entail legal resources procurement, information discovery, creation of digital repositories, evaluation and implementation of emerging technology products, and creation of both traditional and innovative interactive user services, for the purpose of maintaining a well-organized and accessible court library system in the circuit. The Circuit Library serves the judges, law clerks, and court units in the U.S. Court of Appeals, the U.S. District Court, and the U.S. Bankruptcy Court for the District of Columbia. This is a full-time, permanent position

Posting dates: June 2, 2025 through June 27, 2025

Link to vacancy notice: https://www.cadc.uscourts.gov/news/vacancy-announcement-usca-25-11-technical-services-librar

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Position: Supervisory Librarian
Location: Library of Congress
Posted: USA Jobs
Salary: $142,488-185,234

This position is located in the East Central Europe Section, Germanic and Slavic Division, Acquisitions and Bibliographic Access Directorate, Discovery and Preservation Services. This is a supervisory, non-bargaining unit. The position description number for this position is 137599. The incumbent of this position will work a flexitime work schedule. **The salary range indicated reflects the basic pay adjustment of the Washington, D.C. metropolitan area.**

Duties

- Supervises a group of employees performing work up to the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Determines the human resources needed to accomplish the work of the unit, and independently plans, schedules, coordinates and carries out the unit's activities. Performs the administrative and human resource management functions relative to the staff supervised. Establishes

guidelines and performance expectations, including quality assurance, for staff member which are clearly communicated through the formal employee performance management system.
- Observes workers' performance and demonstrates and conducts work performance critiques. Provides informal feedback and annual formal evaluations to employees. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area.
- Reviews and approves or disapproves leave requests. Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a project leader, team leader, or chairperson for working groups, task forces, committees, etc. Coordinates the details involved in special projects of lasting importance. Utilizes critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Develops technical standards or protocols applicable to a library function. Participates in planning the work of a unit, including formulating goals and objectives and identifying improvements in methods and procedures.
- May serve as COTR or administer service contracts. Makes significant recommendations to change, interpret, or develop important or innovative policies, programs, approaches, or analysis methods. Assesses the availability of financial and human resources, and independently plans, schedules, coordinates and carries out activities related to the library acquisitions program. Assists in preparing and overseeing the acquisitions budget.
- Ensures the comprehensiveness and accessibility of library collections. Makes extensive unreviewed technical judgments regarding library operations. Evaluates offers of gifts for compatibility with library acquisition policies and recommends acceptance or rejection. Interprets and revises existing training policy and program guidance for use by others, including section, division, and/or directorate members. Independently plans, schedules, coordinates, and monitors the effectiveness of training operations. Solves problems in particularly difficult circumstances. Plans new or significantly updated methods of training, incorporating the latest in information technology.
- **Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.**

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to lead people and manage a diverse workforce.**
- Ability to analyze, plan, develop and execute library programs and projects.**
- Knowledge of the principles, concepts, and techniques of library science.**
- Ability to provide consultation or liaison duties.
- Knowledge of integrated library systems, library applications, and other information technologies.
- Ability to provide training.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: Senate Deputy Archivist for Records Management and Training
Location: Secretary of the Senate
Posted: USA Jobs
Salary: $97,081-150,478

NATURE OF WORK: This is administrative work to lead and coordinate records management and archival services for Senators' offices, committees, and the Secretary of the Senate's administrative units, with a particular focus on digital records and lifecycle management. The Deputy Archivist is responsible for developing, delivering, and evaluating archival and records management training programs and overseeing the creation, review, and implementation of records disposition schedules, in accordance with Title 44 of the U.S. Code, Section 2118. The role ensures the proper preservation, disposition, and long-term access to Senate records and Senators' papers, and provides expert guidance on archival training and records management practices. Work is bound by Secretary of the Senate policies and procedures, the U.S. Senate Handbook, and the Senate Ethics Manual, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

- Work with the Senate Historical Office archival team and provide strategic direction and oversight for the Senate Historical Office's training program in archival and records management concepts and practices.
- Work with the Senate Historical Office archival team to develop and revise records disposition schedules for Senators' offices, Committees, and Secretary of the Senate's administrative units; consult with Senate offices to incorporate new record types and meet evolving operational needs.

- Survey the Senate community to inform the development and delivery of customized education and training programs for Senate offices, and to identify areas that are underrepresented in Senate archival collections.
- Incorporate best practices in instructional design and adult learning, to develop targeted modules focused on digital records management and preservation that ensure the authenticity, integrity, and preservation of born-digital content.
- Create, edit, and review all Senate Historical Office training materials and modules; ensure resources are current, accurate, and aligned with Senate priorities.
- Collaborate with stakeholders across the Senate community to ensure effective and compliant records management across all formats and media.
- Work with the Senate Historical Office archival team to monitor the Senate's constantly evolving systems and technological environment to develop and update preservation guidance and training.
- Conduct needs assessments to identify training gaps; tailor services to meet the unique needs of Senate offices and users.
- Work with the Senate Historical Office archival team to build on current approaches to appraising electronic records.
- Perform other duties as assigned, which may include presenting to the Advisory Committee on the Records of Congress and professional organizations, and assisting with Committee records processing and accessioning, as needed.
- Maintain current knowledge of the Senate Historical Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.
- As part of the Secretary's customer service initiative (known as R.A.T.E.), provide all customers with the highest level of customer service.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: Work is performed in an office environment with exposure to everyday risks and discomforts, and requires the use of normal safety precautions. Work is essentially sedentary but does require travel between offices and the National Archives. Work also requires walking, standing, bending, and carrying items up to 40 pounds, such as books, papers, and small parcels. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary.

MINIMUM QUALIFICATIONS: Work requires an ALA-accredited master's degree in library, information, or archival science (or equivalent), and at least five years of experience in archiving or records management, including a minimum of two years focused on digital archives, electronic records preservation, and curating born-digital content. Experience managing archival or records management programs, particularly in areas such as training, electronic records, and records scheduling, is essential. Work with congressional collections preferred. The work also requires the following knowledge, skills, and abilities:

- Experience developing, reviewing, and implementing records schedules in compliance with legal and institutional requirements.
- Demonstrated ability to inspire, train, and provide guidance to staff on records management and preservation practices.
- Experience developing, evaluating, and delivering professional or technical training.
- Demonstrated ability to communicate effectively with a wide variety of stakeholders both internal and external to the Senate.
- In-depth knowledge of archival functions such as appraisal, arrangement, and description, as well as digital curation practices that ensure authenticity, integrity, and security of born-digital content.
- Knowledge of information governance and records management principles.
- Working proficiency with current tools, methodologies, and best practices for the long-term preservation of electronic records, and the ability to communicate their application clearly.
- Knowledge of metadata best practices for preservation and digital stewardship.
- Familiarity with web archiving applications and methodologies for acquiring web and social media content.
- Strong communication skills and the ability to interact effectively with a wide range of internal and external stakeholders, including Senators and their staff, with tact and diplomacy.
- Demonstrated ability to prioritize and manage multiple projects and resources independently.
- Excellent attention to detail and adherence to protocol.
- Proven initiative and willingness to learn new tools and practices.
- Physical ability to routinely move boxes weighing up to 40 pounds and occasionally ascend/descend ladders or stairs.

PREFERRED QUALIFICATIONS

- Knowledge of U.S. History and the Senate as an institution.
- Familiarity with systems used in congressional offices and their impact on records management and preservation.
- Demonstrated experience developing and planning archival and records management training programs.

- Knowledge of instructional design, adult learning principles, and training delivery in multiple learning environments (in-person, web-based, video conferencing, etc.).
- Demonstrated ability to coordinate with others to articulate a vision, set a strategy and goals for a program area, and evaluate outcomes.
- Demonstrated ability to work collaboratively in a team-oriented setting to support institutional and Senatorial recordkeeping goals.
- Experience with command-line interfaces, scripting languages, and relational databases.
- Experience with data standards for format and technical interchange.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

- Certified Records Manager (CRM), Certified Records Analyst (CRA), or Certified Archivist (CA) designation.
- Digital Archivist and Records Management Certifications preferred.

Position:Supervisory Archivist (Assistant Head, Preparation Section, Manuscript Division)
Location: Library of Congress
Posted: USA Jobs
Salary: $120,579-156,755

This position is located in the Preparation Section, Manuscript Division, Special Collections Directorate, Researcher & Collections Services. This is a supervisory, non-bargaining unit position. The position description number is 111416. The salary range reflects the locality pay for the Washington, DC metro area. This position requires occasional Saturday service in the Manuscript Reading Room. Relocation expenses will not be authorized for the person selected for this position.

Duties: As part of one of the largest manuscript repositories in the United States and in the world, the Preparation Section is key to the Manuscript Division's mission of preparing for reader use material that encompasses the breadth and chronology of American history, including the papers of presidents, cabinet members, Supreme Court justices, writers, scientists, inventors, business leaders, reformers, and prominent non-governmental organizations. The Assistant Head of the Preparation Section works under the general direction of the Head of the Section and is responsible for directing and training a group of employees in the processing of collections, housing and storing them, keeping records, providing reference assistance to the public, and handling and/or declassifying classified documents while complying with all applicable federal regulations. The incumbent must have strong managerial and interpersonal skills and comprehensive knowledge of the principles and practices of archives.

- Directs the daily operations of staff in the processing of archival materials according to established procedures. Performs extensive research in published sources to fill in significant gaps in information relating to the organization, description, and preservation of archives. Makes recommendations relating to the bibliographic and documentation systems of the Division, including those made available on the Internet or by other electronic means. Reviews for accuracy and relevance all categories of Division records and their dissemination within the Library and to the public.
- Responsible for the physical restoration/preservation of all manuscripts/other materials in the Division's custody. Effects the recommendations of supervisors and specialists concerning materials that are to be restored/preserved/bound, and the particular method to be employed.
- Schedules the flow of this work to the Conservation Office and provides instructions and follow-up as necessary. Recommends material for preservation reformatting and schedules and provides instructions for its reproduction. Manages the special equipment and supplies necessary to process and preserve collections. Assures the proper controls and conditions for the housing and storage of collection material.
- Under the direction of the Head of the Preparation Section, executes the plans/operations of the section in creating and maintaining a uniform system of archival and bibliographic controls over all manuscripts and other material in the custody of the Division, and devises, recommends, approves, and/or directs procedures for accessioning and technical processing, conservation, and preservation of such material.
- Assists the Head of the Section in maintaining physical security of the Division's collections, including classified material, equipment and space. Supervises the preparation and maintenance of official statistical work records in the section. Coordinates the preparation of registers, indexes, and other finding aids and controls that are developed in the Division.
- Provides expert advice on specialized preservation issues. Surveys internal collections, identifying and inventorying groups of materials. Analyzes, determines, and prioritizes preservation needs. Develops and proposes long-term strategies for the preservation of collections.
- Develops specifications and procedures for the preservation copying of originals, using standards developed in the archival preservation field. Monitors the quality and consistency of preservation and electronic copies to ensure adherence to established archival standards and specifications.

- Functions as a Division Security Officer, responsible for receiving, receipting for, and assuming full and complete custody of all classified materials in the Division under the conditions and safeguards stipulated by the Library and other Federal Agencies. Consults as appropriate with other security officers in the Division and the Library on matters affecting the performance of the Division's security duties.
- Serves as an official spokesperson for the Division and for the Library on matters relating to archival organization of classified and unclassified materials and the technical processes. Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information as well as to coordinate workflow within the library.
- Coordinates and reviews the preparation of registers, indexes, and other finding aids and controls developed in the Division. Works in close coordination with the specialists, the Head of Acquisitions and Outreach, the Head of the Reference and Readers Services Section, the Head of the Preparation Section, the other two Assistant Heads, and the Division Chief responsible for such technical matters as application of standards, the rules for entry and filing, and the maintenance and improvement of the Division's bibliographic and retrieval systems.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to supervise staff.**
- Knowledge of library archival records and collections management processes and procedures.**
- Knowledge of automated tools, technologies, and metadata standards, such as integrated library systems, digital curation applications, and general office software, to support archival functions.
- Ability to provide consultation or liaison duties.
- Ability to provide research and reference services.
- Ability to perform preservation duties.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: Asst Chief, Researcher Engagement and General Collections, Supervisory Librarian
Location: Library of Congress
Posted: USA Jobs
Salary: $167,603-195,200

This position is located in the Researcher Engagement and General Collections Division, General and International Collections Directorate, Researcher and Collections Services. The position description number for this position is 463700.

Duties: The position serves as the Assistant Chief, Researcher Engagement and General Collections (REGC) Division, General and International Collections Directorate (GICD), within the Library Collections and Services Group (LCSG) at the Library of Congress. The position reports directly to the Chief, REGC.

The Library of Congress, Researcher Engagement and General Collections Division is a significant gateway to the collections and services under its purview and across the Library. The division is charged with developing and makingaccessible the largest general collection in the world; implementing innovative onsite and online services that support traditional and evolving forms of research and use of the collections; and pursuing creative and practical channels for increasing audience engagement with the Library, its staff, and collections.

The Assistant Chief, Researcher Engagement and General Collections Division, works directly with the Chief to ensure outstanding research services, collection development, and audience engagement. The position serves as the senior advisor to the chief, supporting the mission and strategic goals of the division, ensures operational continuity for the division's collections and services, and maintains adherence to Library policies and procedures; plays a key role in assisting the chief in establishing a positive image for the Library, improves the research experience, ensuring intentional collections development, and increases the use of and access to the division's collections and services.

The assistant chief is responsible for the operations of the division's reading rooms, access services, and collections services, and assists with custodial responsibility for analog collections under purview of the division, significant microform materials, and machine-readable tangible collections.

The Assistant Chief serves as the chief's deputy and/or liaison with managers, supervisors and staff throughout the division and across the Library, and with external organizations.

The incumbent has responsibility for planning and directing programs and operations managed through the division, up to and including GS-14 and supervisors. Duties include design and implementation of short- and long-range program plans, goals and objectives; program evaluation; and oversight of organizational changes, policy development and program funding and direction. The incumbent selects or recommends final selection of candidates for vacancies and approves other personnel actions; approves promotions and special commendations; and oversees performance management functions through subordinate supervisors. Resolves complaints and grievances. Effects disciplinary measures and ensures appropriate training and development of staff.

- Oversees daily operations of the Main Reading Room, the Science and Business Reading Room, and the Microform and Electronic Resources Center (MERC). Provides oversight for user support operations of the division with a focus on improvement of the researcher experience. Supports the Chief in ensuring collections security in accordance with the Library's Collections Safeguarding Plan. Manages staff schedules including the Saturday Duty Officer schedule.
- Provides direct managerial oversight of the Access Services Section, including interlibrary loan, Congressional loan, Reader Registration, and other digital and evolving means of providing access to the collections of the Library of Congress.
- Provides direct managerial oversight of the Collections Services Section, ensuring timely and effective services of collections to Library users, including significant microform collections and the machine-readable tangible collections.
- Assists the chief in making long-range and short-range plans taking into account the overall goals and objectives of the division, budgetary limitations, resources available, and other related matters.
- Supports and substitutes for the chief in maintaining working relationships with various programs, committees, and individuals, internally and externally. Communicates with the Chief on the status of different work activities and efforts.
- Reports regularly on the effectiveness of specific programs. Supports the chief to drive more intentional audience engagement, onsite and online, with the goal of increasing use of the division's collections and services.
- Works closely with other units of the Library to coordinate programs. Serves as the primary liaison with the Security and Emergency Preparedness Directorate (SEPD) for security matters related to the REGC space.
- The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
- The incumbent of this position will work a flexitime work schedule.
- This is a supervisory, non-bargaining unit position.
- Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Experience with the principles, concepts, and techniques of modern librarianship as it relates to provision of researcher, access, and collection services. **
- Ability to supervise, develop and lead a diverse workforce. **
- Ability to provide program oversight and administrative management to agency programs and operations. **
- Ability to build and maintain relationships with individuals from a variety of backgrounds in order to provide consultation or liaison services.
- Ability to provide policy advice and guidance.
- Ability to communicate effectively other than in writing.

Posted in **Job Vacancies** | Tagged **Government Library**, **Law Library**, **Washington DC**

One Position: Maryland

Posted on **May 20, 2025** by **LLAM News**

Position: Children and Youth Librarian I
Location: Enoch Pratt Free Library (Baltimore, branch To Be assigned)
Posted: MLA
Salary: $50,797-61,402

The Enoch Pratt Free Library has an opening for a Librarian I in the Neighborhood Library Services (NLS) division.

In this role, you will shape services for children and families to enhance literacy, learning, and community connections. With support from our Programs and Outreach division, you will facilitate impactful system-wide initiatives while staying ahead of trends in youth literature, programming, and library services through professional development opportunities.

This on-site position requires a flexible schedule, including evenings and Saturdays, with potential assignments at other branches. Join us in our mission to empower, enrich, and inspire through equitable access to information and opportunity!

Summary of Duties:

- Provide reference and reader's advisory services, with a focus on children and families.
- Plan and implement engaging programs such as book-talks, story time, and outreach..
- Assist all patrons with catalog, databases, and other digital resources.
- Recommend material for purchase and prepare special reports on youth services.
- Participate in professional development opportunities to grow within the field.

Minimum Requirements:

- Masters in Library Science (MLS or MLIS) from an American Library Association (ALA) accredited college or university.
- Public Librarian Certificate, or requirements necessary to apply for a Maryland Public Librarian Certificate, within 90 days of starting employment.
- Experience with automated systems, electronic databases, and World Wide Web resources.
- Experience with MS Office suite, particularly MS Word.
- Experience with Young Adult or Children's subjects.
- **Physical Requirements:** Physical exertion such as long periods of standing; or recurring activities such as bending, crouching, reaching; pushing loaded book trucks; or recurring lifting of moderately heavy items such as boxes of books or journals.

Knowledge, Skills and Abilities:

- Strong customer service and communication skills to engage with diverse patrons, including children, caregivers, and community members.
- Knowledge of library resources, digital databases, and emerging technologies to support patron needs.
- Ability to plan and lead interactive programs, such as book discussions, technology workshops, and community outreach.
- Understanding of equitable library services and the ability to create an inclusive and welcoming environment.
- Awareness of socio-economic factors affecting communities in an urban library setting.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), integrated library systems (ILS), and digital resources.
- Ability to analyze community interests, recommend materials, and contribute to collection development.
- Commitment to public library service and lifelong learning in a diverse, urban environment.

Other Duties: Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Additional Notes: This position will require some evenings and weekends

Position of Trust: Those under final consideration for appointment will be required to authorize the release of and successfully complete a criminal conviction check.

Please attach a resume.
Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**

Three Positions: Washington, D.C.

Posted on **May 20, 2025** by **LLAM News**

Position: Systems and Electronic Resources Librarian
Location: Catholic University of America DuFour Law Library
Posted: LLSDC
Salary: $68,000-75,000

Under the general direction of the Assistant Director of Collection Services, the **Systems & Electronic Resources Librarian** is responsible for configuring and maintaining quality access to electronic resources and services in the Law Library. This includes managing the proper activation and regular maintenance of electronic resources, and their associated bibliographic records, as well as coordinating and troubleshooting proper access and authentication for all electronic resources for Law Library staff and users. This electronic resources management component includes supporting the Library's participation in the Washington Research Library Consortium's (WRLC) shared cataloging environment. The Systems & Electronic Resources Librarian also supports the overall management of the Library's integrated library system and online catalog by serving as a leader in researching, designing, implementing, and maintaining a variety of systems integrations, and other tools and platforms that incorporate metadata for both user discovery and internal management of Law Library resources.

To apply, please provide both a **resume and cover letter** to your application profile. The cover letter should highlight your relevant experience and tell us why you're interested in this position. The projected salary pay range for this position which represents the full range of anticipated compensation is $68,000 to $75,000.

Responsibilities

- Manages access to electronic resources in the Library's integrated library system and A-Z List of key databases. Manages electronic resources cataloging including processing vendor-provided records. Harvests usage reports for electronic resources for statistical reporting and collection development.
- Serves as a key resource for all library staff concerning use and maintenance of the Library's integrated library system and online catalog. Acts as primary contact with system vendors and as liaison with WRLC on matters related to the ILS and discovery systems.
- Administers OpenAthens shared authentication system in cooperation with University Libraries. Troubleshoots access and authentication issues experienced by Law Library users for both Law School and campus-wide online resources.
- Consults with the Assistant Directors of Collection, Access and Research Services regarding operation and customization of the Library's integrated library system. Informs them of available system enhancements and known issues. Researches solutions in response to issues/requests. Upon request, provides or arranges ongoing staff training on system functions, options, and new capabilities.
- In cooperation with the Assistant Director of Collection Services, supports cataloging operations by maintaining load profiles and oversees routine batch loading activities in accordance with policies necessitated by the WRLC shared cataloging environment and institutional needs.
- Supports Law Library statistical reporting obligations by developing expertise in reporting functions of the Library's integrated library system (Alma/Primo Analytics). Under the direction of the Assistant Directors, develops and maintains customized reports.
- In collaboration with the Reference & User Services Librarian implements changes and updates to the Library's online catalog. Assists the Reference & User Services Librarian to identify solutions and develop improvements to the library catalog. Explores future enhancement of the online catalog through loading metadata from external sources, such as the institutional repository and library guides.
- Oversees maintenance and troubleshooting of all third-party integrations to the Library's integrated library system including OpenAthens, OCLC's Collection/Record Manager, and any future integrations with other systems.

Qualifications

- A Master's Degree and minimum of two years of professional experience in a law or academic library. Substantial experience using an integrated library system such as Ex Libris/ Alma is required. Experience with electronic resources management preferred.
- Ability to communicate both orally and in writing using standard business English
- Proficiency in computer applications

- Proficiency with office software (MS Office/Google Drive)
- Familiarity with cataloging process, including batch loading
- Familiarity with structure and elements of bibliographic records

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Position: Archivist
Location: Architect of the Capitol (AOC)
Posted: USA Jobs
Salary: $84,601 – $109,975

This position is assigned to the Architect of the Capitol (AOC), Office of the Chief Administrative Officer (OCAO), Curator Division, Records Management and Archives Branch. The incumbent serves as an Archivist and performs duties involving archival description, projects, operations and services.

The incumbent serves as an Archivist and accessions, arranges, describes, preserves, manages and provides reference services to the permanent record collection of the Architect of the Capitol. Additionally, the Archivist provides support for the agency records management program.

The preferred candidate will have experience working with architectural drawings, construction records and an understanding of the built environment.

This is a career ladder position requiring the incumbent to perform progressively more complex duties and responsibilities leading to the full performance level.

MAJOR DUTIES:

- **Archival Description**
  - The incumbent contributes to the maintenance and update of archival finding aids and collection management systems.
  - Assigns records to record groups, series, and subseries. Contributes research to support determining the provenance of ambiguous records collections. Suggests where finding aids may be needed and contributes to efforts to identify and develop needed finding aids.
  - With guidance, trains and develops archival description and collection management systems training content for the branch staff. Provides technical support for the collection managing systems. Contributes to the development of the archival description work plan, priorities, and metrics. Advises the supervisor of progress, trends and issues.
- **Archival Projects and Records Management**
  - The incumbent performs assigned archival projects and activities, such as but not limited to archival accessioning, appraisal, arrangement, holdings maintenance, preservation, and reformatting according to archival principles and best practices to increase accessibility and ensure the safe handling of archival records.
  - Assists in the planning, scoping, prioritizing, management, and tracking of archival projects. Contributes to the development of internal archival procedures, quality controls, and metrics.
  - Assists with archival space and physical collection planning, management, environmental monitoring and integrated pest management. Supports the Curator Division emergency response team during an event.
  - Supports the identification, planning, and coordination to achieve the transfer of eligible permanent records. Provides input for records appraisals for records management schedule.
  - Provides basic technical direction for junior archival staff and archivist aides (student interns). Provides outreach and helps generate outreach content to promote the archival collection, records management and branch services to agency staff.
- **Reference and Research Services**
  - The incumbent provides comprehensive references and research to support agency leadership and employees with official research needs related to the archival collection and agency history. Assists with identifying and capturing historical agency information from non-AOC repositories and sources that contribute to the documentation and understanding of historical agency subject matter. Maintains access safeguards.
  - Works with higher graded team members in establishing goals and creates priorities for archival and research projects. Assists in performing research on the administrative history of the agency in response to requests from the Architect and senior staff and in facilitating planning.
  - Research is inclusive and is performed in the records of the Architect of the Capitol and other repositories holding materials related to the Capitol complex. Prepares summaries of findings. Contributes to the collection of oral histories with agency leadership and staff.
  - The incumbent must follow all relevant safety rules, regulations, and standard operating procedures. The incumbent must utilize knowledge of and must comply with all OSHA safety rules and regulations to ensure that

work progresses in a safe manner. Provides or receives training, either on-the-job or through classroom training, to ensure that all safety practices and equipment are fully utilized.

Qualifications: You must meet the United States Office of Personnel Management's (OPM) qualification requirements (including specialized experience and/or educational requirements) for the advertised position. You must meet all eligibility and qualifications requirements by the closing date of the job announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on the OPM web site at OPM qualification standards

1. **Specialized Experience**
   - Experience that has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is typically in or related to the position to be filled. To be creditable, candidates must have at least 52 weeks of specialized experience equivalent to the GS-09 grade level in the Federal service.
   - Specialized experience is defined as having experience performing the following types of tasks on a regular and recurring basis: (1) Contributing data entry and quality controls for electronic archival collection management systems; (2) Generating archival finding aids; (3) Conducting archival accessioning and holdings maintenance; (4) Researching records and applying access restrictions to respond to records and information requests.
   - **Evaluation of Experience:** Professional experience for this position must have been in archival science, or in a directly related field of work such as history that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. The following are illustrative of kinds of experience that may be accepted as meeting the professional experience requirements: (1) experience as an archivist in Federal, state, religious institution, business, or other archives, or in manuscript depositories, and (2) experience of an archival nature that involved research in archival science, or in a directly related field such as history, government, economics, political science, international relations, or international law.; **–OR—**
2. **Graduate Education** Two (2) years of progressively higher level graduate education leading to a Masters' degree in archival science, history, American civilization, economics, political science, public administration, or government.; **–OR–**
3. **Combination of Graduate Education and Professional Experience** Combinations of successfully completed graduate level education and specialized experience may be used to meet total experience requirements. Only graduate-level education in excess of the amount required for the next lower grade level may be combined with experience.

Education: Basic Requirements:

1. Bachelor's degree in archival science **or** bachelor's degree with a major that includes 18 semester hours in archival science, history and/or in political science or government, and 12 semester hours in one or any combination of the following: archival science, history, American civilization, economics, political science, public administration, or government.; **–OR–**
2. Combination of education and experience – at least 30 semester hours that included courses as shown above.

Position: Librarian (Senior Network Consultant)
Location: Library of Congress
Posted: USA Jobs
Salary: $120,579-156,755

The position serves as a Senior Network Consultant in the Network Services Section, Patron and Network Engagement Division, National Library Services for Blind/Print Disabled (NLS) within the Library Collections and Services Group (LCSG) at the Library of Congress (LOC). The position description number for this position is 415313. This is a non-supervisory, bargaining unit position. **Candidates with a PhD, MLS, MLIS or equivalent degree are encouraged to apply.**

This position requires elevated IT access to systems to perform the work of the position. This position requires a Public Trust background investigation at the Moderate risk level.

The position reports directly to the Head, Network Services Section and solves highly complex problems, makes significant recommendations to change, interpret, or develop important or innovative information policies, programs, approaches, or analysis methods.

The position provides expert consultative service concerning all aspects of Braille and Talking Book resources to libraries serving readers who are blind and print-disabled in an assigned portion of the NLS four regional conferences; represents NLS as a Senior Network Consultant in contact with a network of cooperating libraries, administering agencies, consumer groups, as well as general public and library professionals; recommends and identifies service trends and specific problems which have general impact on the network and NLS; writes reports, prepares articles for publication, evaluations and correspondence; advises on, reviews and analyzes comparative statistical data related to network libraries; represents NLS at conferences as Senior Network Consultant; and delivers speeches. Provides project management coordination for assigned NLS and network projects.

Duties:

- Provides expert consultative service to an assigned portion of the service network concerning all elements of library service to readers who are blind and print-disabled. Serves as NLS Senior Network Consultant expert on regional library concerns and activities, related to guidance and access, in his or her portion of the nation.
- Supports network libraries in collection building activities, assisting with decisions about automation enhancements, advising outreach activities and offering reader advisors training in basic reference tools such as the network library services website resources.
- Independently provides effective leadership, management of resource allocation, deliverables and milestones, negotiation skills, realistic scheduling, critical thinking, comprehensive strategic planning, project monitoring, risk management analysis, coaching, communication with stakeholders, and, if needed, contract management.
- Coordinates field tests and pilot projects initiated by NLS in collaboration with network libraries. Identifies resources, details timeframes, develops goals and objectives; gathers data when appropriate and required in best practices, and produces reports for orientations, national conferences, yearly events, and trainings.
- Works on library information resource matters, including working on agency level committees and working groups to develop recommendations regarding the evaluation of information resources.
- Conducts user evaluations while serving as liaison for publications about network activities. Identifies and recommends the need for resources and compiles information for the network Operations s which are devoted to topics of concern to cooperating libraries, such as circulation matters, outreach activities, use of volunteers, cooperation with other community agencies, workflows, staffing patterns, developing services, providing specific examples for libraries with successful or innovative programs. Researches and drafts correspondence for appropriate administrative personnel on inquiries and complaints from Congressional Offices related to network library service.
- Organizes and coordinates assignments that involve complex and unusual or obscure problems and/or special requirements. Uses initiative and resourcefulness to exercise flexibility for extending accepted methods, techniques, and practices. Recommends solutions and resolves important issues when precedents do not apply. Identifies areas for improvement in established methods. Develops and shares new information sources. Performs detailed analyses and evaluations of requests. Prepares reports, analyses, and other documents related to information and research efforts. Manages electronic documents including the storage, retrieval, and exchange of information.
- Independently performs in-depth analyses in order to develop and interpret related policies and procedures for an organization by reviewing all consultant reports and telephone records on an ongoing basis to identify service trends and specific problems which may have general impact; recommends appropriate NLS action to resolve or ease problems; prepares position papers as necessary. Reviews network publications, forms, applications, and newsletters for accuracy and completeness regarding services offered and conformance to NLS requirements.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to provide consultation and liaison services.**
- Ability to plan, develop and execute library programs and projects.**
- Ability to manage projects.
- Ability to apply analytical and evaluative techniques to develop recommendations.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Posted in **Job Vacancies** | Tagged **Academic Library**, **Archivist**, **Government Library**, **Technical Services**, **Washington DC**

Three Positions: Maryland

Posted on **May 2, 2025** by **LLAM News**

Position: Research Archivist / Archivist I
Location: Maryland State Archives, Study of the Legacy of Slavery Program
Posted: LinkedIn
Salary: $53,808-86,322

This position is a professional research archivist with the Study of the Legacy of Slavery Program at the Maryland State Archives engaging with primary and secondary sources to conduct and preserve biographical, historical, and legal research on individuals significant to Maryland's past and present at the direction of the State Archivist and Director. Special topic areas include social and cultural studies of African American History, Maryland History, the Underground Railroad, Civil Rights, Racial Terror Lynching, Reparations and Slavery. This position will provide support to the Legacy of Slavery study by preparing research results for the publication on the Archives' website, for in-person and virtual outreach presentations, for exhibit and in other media as needed. In addition to research duties, the position will assist in general reference duties in the Archives search room and remote services of order fulfillment via email and telephone correspondence. This position also assists in various student outreach and education programs, such as the Maryland State Archives internship program.

Position Duties:

- Conducting biographical, historical, and legal research in original public and private records as well as published records and secondary references.
- Providing historical and governmental context for biographical research.
- Preparing results of research for publication on Archives' website, public presentations, search room exhibits, and in other media as required.
- Giving frequent in person and online public presentations across the state where reliable transportation or the ability to drive a state fleet vehicle is required.
- Supporting outreach and initiatives of the Maryland State Archives to include state commissions and legislative initiatives.
- Providing in person and remote guidance and reference services to Archives' patrons who submit inquiries via email, phone, letter, or visit the Archives search room in person.

Qualifications:

- **Minimum:**
  - Education: Graduation from an accredited high school or possession of a high school equivalency certificate.
  - Experience: Six years of experience in professional archival work with public records.
  - Notes:
    - 1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and two years of professional archival experience for the required experience.
    - 2. Candidates may substitute academic credit from an accredited college or university at the rate of thirty credit hours for each year for the required experience.
    - 3. Candidates may substitute two years of experience in the Archival Assistant series classification for required education and up to four years of the required experience.
    - 4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in Archivist classifications or Archivist specialty codes in the Library and Archives field of work on a year-for-year basis for the required experience.
- **Selective:**
  - Successful completion of 1 full year of professional experience working directly in African American History or Studies
- **Preferred:**
  - Successful completion of 9 credit hours (or 3 college or graduate level classes) in African American History or African American Studies
  - Experience conducting biographical, historical, and legal research in original public and private records as well as published records and secondary refernces
  - Experience preparing results of research for publication on archives' website, public presentations, search room exhibits, and in other media as required

- Experience at an academic or professional level in African and/or American history

For questions regarding this recruitment, please contact the DBM Recruitment and Examination Division at Application.Help@maryland.gov or 410-767-4850, MD TTY Relay Service 1-800-735-2258.

Position: Assistant Dean for Resource Development and Access
Location: University of Maryland, Baltimore, Health and Human Services Library (HSHSL)
Posted: Chronicle of Higher Education
Salary: $100,000-110,000

POSITION SUMMARY: The University of Maryland, Baltimore (UMB) Health Sciences and Human Services Library (HSHSL) seeks to hire an Assistant Dean for Resource Development and Access. This position requires excellent administrative and leadership abilities, effective communication skills, and an understanding of the trends and issues facing libraries. The position provides leadership for the division which is responsible for the knowledge infrastructure of the HSHSL's resources, providing content discovery, access, creation, organization, and management. This position supports the strategic directions, initiatives, and Core Values of UMB and the HSHSL. The Assistant Dean sets the vision and direction for the division leading managers and staff to effectively carry out the work and services of the division. This position actively engages with colleagues within the HSHSL, throughout UMB, and the University System of Maryland and Affiliated Institutions (USMAI) consortium. The person selected for this position is expected to be active in the library profession, collaborating regularly with colleagues at local, regional and national levels. The Assistant Dean is expected to build a record of progressive scholarly and professional achievement.

Reporting to the HSHSL Dean, the Assistant Dean for Resource Development and Access directly supervises three faculty librarians managing the departments within the division: Collection Management and Sharing, Repository and Metadata Management, and Historical Collections. The Assistant Dean is a member of the HSHSL's executive leadership team and expected to be active through on-campus engagement with school and university leaders.

UMB and the HSHSL are deeply committed to building a community of excellence by embracing our core values. The HSHSL welcomes applications from all backgrounds including underrepresented minorities, persons with disabilities, sexual minority groups and other candidates invested in creating and enriching an inclusive environment through their work and interactions.

POSITION RESPONSIBILITIES:

- Provides leadership, oversight, and management for the three departments within the division to ensure that service outcomes are met with integrity and quality. The division includes four (4) faculty librarians and four (4) staff members.
- Leads the strategic planning process for the division, ensuring it integrates into the UMB and the HSHSL strategic plans.
- Develops guidelines and best practices to support the activities and services of the division.
- Encourages evaluation and integration of new technologies and processes into each department to improve functions and services.
- Seeks grant funding opportunities in areas of responsibility.
- Collaborates in selecting and maintaining the content of, and seamless access to, the HSHSL's collections in all formats, ensuring the collections are responsive to and effectively support the diverse needs of the UMB community.
- Ensures effective access to the content of the HSHSL's collections through high-quality, comprehensive cataloging/metadata practices.
- Effectively uses metrics and data analysis to monitor work and services of the division and to make informed decisions about collections and services.
- Provides innovative and effective resource sharing services to the university's faculty, staff, students, affiliates, and other clients.
- Ensures the preservation of and access to UMB history and scholarship through the UMB Digital Archive and print historical collections.
- Provides guidance and mentoring to faculty librarians and staff to ensure their success.
- Provides guidance for faculty librarians as they engage in the Library Faculty Appointment, Promotion and Permanent Status (APPS) process.
- Oversees the gathering of divisional statistics and use of divisional information requested annually for the Association of Academic Health Sciences Library (AAHSL), the Association of College and Research Libraries (ACRL) and other benchmarking reports as well as the HSHSL Annual Report.

- Participates and contributes expertise to library and campus committees as well as University System of Maryland and Affiliated Institutions (USMAI) consortia committees and work groups as appropriate.
- Engages in professional development and research activities to enhance professional expertise.

REQUIRED QUALIFICATIONS:

- Master's degree in library or information sciences from an ALA-accredited program.
- Minimum eight years post-MLS professional library experience.
- Minimum five years of increasing supervisory and leadership responsibilities.
- Ability to create, articulate, and implement a vision for effective and innovative services and applications of new and emerging technologies.
- Ability to motivate and establish priorities in a fast-paced, multi-project environment.
- Experience providing professional mentorship and leading teams.
- Evidence of strong supervisory and leadership skills with a service orientation.
- Knowledge of current health sciences library, technology, information, and information professional issues and trends.
- Excellent interpersonal and communication skills.
- Record of scholarship and active membership in professional organizations.

PREFERRED QUALIFICATIONS

- Enthusiasm for innovation and user-centered service.
- Experience implementing a new technology or service.
- Demonstrated strong analytical and organizational skills.
- Experience applying problem-solving and critical thinking skills to resolve complex situations.

REPORTING/WORK SCHEDULE: The position reports to the HSHSL Dean. UMB and the HSHSL support flexible work environments and the development of a vibrant university campus community. Onsite engagement is required by leadership. The successful candidate will manage faculty librarians and staff through in-person and virtual means. This position allows for hybrid telework arrangements.

STATUS: This is a permanent status-eligible, full-time, non-tenure track library faculty position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library's faculty. For more information see the University's "Criteria and Procedures Relating to the Appointment, Promotion and Permanent Status for Library Faculty"

SALARY: $100,000 – $110,000commensurate with experience. Other compensation associated with this position may include a relocation allowance.

APPLICATION PROCESS: UMB and the HSHSL are fully committed to championing diversity, equity, and active inclusion among faculty, staff, and the student body. Those who identify as members of historically underrepresented populations are encouraged to apply. The position is anticipated to start by January 1, 2026. Application reviews will begin June 1, 2025. Include the following three documents as part of the application package:

1. A curriculum vitae;
2. A cover letter that describes applicant's interest in the position. The cover letter should also include a statement describing the candidate's experience with and commitment to UMB's core values; applicants should note how their work will further UMB and the HSHSL's commitment to the core values;
3. Three references with the names, professional titles, relationships to applicant, and contact information, including email.

ONLINE INFORMATION SESSION: The HSHSL is hosting virtual information sessions for interested applicants. Please consider joining one of these sessions to learn more about the position, meet the supervisor, Emily Hurst, and get answers to your questions about the position.

Join one of HSHSL's info sessions via Zoom. The attendee list for each Zoom session will be hidden, and those asking questions may do so anonymously. To attend a session, please complete the confidential form to receive a Zoom link. For questions about the virtual information sessions, please contact Tanya Robinson at trobinson@hshsl.umaryland.edu.
Wednesday, May 14, 2025 – 1 – 2 p.m., Eastern Standard Time
Friday, May 16, 2025 – Noon – 1 p.m., Eastern Standard Time

Position: Instructor/Assistant Professor, Systems and Resource Management Librarian
Location: Anne Arundel Community College
Posted: SLA
Salary: $69,666-$87,498

The Systems and Resource Management Librarian is responsible for managing and providing support for all aspects of library systems, software and technology, including the integrated library system (ILS), and for overseeing the library's resource management office. Primary duties include configuration, maintenance, enhancement, training and troubleshooting of the library's SirsiDynix Symphony ILS and its public web interface, managing and supporting all other library-specific systems and web-based services, and coordinating cataloging and systems work. This position also provides library instruction and reference services and serves on college committees.

Anne Arundel Community College (AACC) is committed to enriching the educational experience it offers through the diversity of its faculty, administrators, and staff members. The college seeks to recruit and support a broadly diverse team who will contribute to the college's excellence, diversity of viewpoints and experiences, embrace concepts of equity and inclusiveness, and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.

In the best interest of the College, only individuals who are residents of Maryland or one of the following states will be eligible for employment at the college: Delaware, Pennsylvania, Virginia, West Virginia or the District of Columbia. The college will annually review this restriction and, if appropriate, expand the list of states of employment eligibility.

Job Duties and Responsibilities

- **Library catalog:** Serve as system administrator for the SirsiDynix Symphony ILS, configuring it to accurately reflect and access the library's physical and electronic collections. Plan and implement system enhancements and upgrades. Collaborate with other librarians, library staff, and vendor support to: maintain and update system parameters and policies; resolve complex problems with ILS data; troubleshoot problems with functionality; and enhance the system and its services. Serve as the library's expert on ILS capabilities and assist with the gathering and interpretation of library statistics.
- **Other library systems:** Plan for, implement, configure and maintain all other library-specific systems, including the 360Link OpenURL resolver, ezproxy remote access proxy service, and library subscription databases. Work as a team with other librarians and staff to facilitate consistent discovery and access to library resources across platforms and formats. Act as primary liaison with technology vendors and with the college's Information and Instructional Technology division (IIT) for library-specific software and services.
- **Library resource management coordination:** Supervise staff assigned to the resource management office, which incorporates Cataloging and Interlibrary Loan. Coordinate cataloging, ILL and systems work between the resource management office and other areas of the library and college.
- **Library teaching and faculty responsibilities:** Teach library instruction sessions and provide reference services to library patrons. Support online learners within the college's learning management system environment. Create instructional aids, help sheets, documentation, and other instructional materials. Train library staff and others in using library systems. Represent the library on college committees and with library, vendor and community organizations. Participate in collection development.
- **Other:** Collaborate with others in the library and across the college to enhance library services, forming collaborative and supportive relationships in support of student success, student engagement, and equity initiatives. Participate in a program of professional development to maintain currency of job knowledge and enhance and increase job skills.
- Other duties as assigned by the Director of the Library.

Required Qualifications:

- Master in Library and Information Science (MLIS) or equivalent degree from an ALA-accredited institution
- Minimum of two years of library experience, including professional experience with cataloging and/or managing an ILS
- Minimum of one year of supervisory experience
- Working knowledge of database management technology
- Demonstrated technical knowledge in at least two of the following three areas:
  - Cataloging formats and standards: e.g. RDA, FRBR, authority control, MARC formats, OCLC, LCSH, LC Classification
  - Other data formats and standards: e.g. XML/XSL, HTML/CSS, accessibility standards such as WCAG
  - Data editing tools: e.g. text editing tools such as MarcEdit or Notepad++; complex pattern matching tools such as regular expressions and/or grep; data manipulation tools such as sed or Excel formulas

- Excellent oral, written, and interpersonal communication skills and a strong public service philosophy
- Demonstrated ability to work collegially as a team member in a diverse and changing environment
- Demonstrated ability to write well-organized, user-friendly, easy-to-follow documentation and instructional materials
- Demonstrated knowledge of current and emerging library and information standards
- Demonstrated ability to communicate effectively with library staff members and patrons with varying technology skills and experience
- Demonstrated ability to be innovative and flexible
- Demonstrated commitment to customer service and the philosophy of a community college

Preferred Qualifications:

- Experience with SirsiDynix Symphony and Linux/Unix OS
- Experience with an ILS's Application Programming Interface (API)
- Academic library experience

Posted in **Job Vacancies** | Tagged **Academic Library**, **Archivist**, **Government Library**, **Maryland**

Three Positions: Washington, DC

Posted on **May 2, 2025** by **LLAM News**

Position: Reference and User Services Librarian
Location: Catholic University of America School of Law
Posted: LLSDC
Salary: $67,000-72,000

The Law Library supports the teaching and research mission of the law school by ensuring access to a broad range of legal and other information sources, and through research, legal research instruction and curriculum development support. The Public Services department consists of the Reference and Access Services Departments, which provide library services directly to faculty, students and other library users. As part of the Research Department, the Reference & User Services Librarian employs knowledge of online technologies to support user services within the Law Library. Plays a lead role in maintaining and improving public-facing library systems, including the Law Library's discovery system (online catalog), LibGuides, Institutional repository, study room reservations, and library calendar. Advises the Assistant Director for Research Services on new services and improvements to existing services, whether vendor-provided or developed in house.

This position plays a lead role in creating and updating guidance on using library resources, including online databases. Assists users with library technology, including accessing online resources, and university services such as networks and printing. The Reference & User Services Librarian is often the first point of contact for troubleshooting technology problems, resolving issues independently when possible, or referring problems to other library, law school, or university technology staff. The Reference & User Services Librarian provides substantive and complex legal, non-legal, and public policy research support and analysis on a wide variety of legal and non-legal subjects to support their teaching and research interests and the Catholic mission of the law school. Provides reference and research services to a law school community of day and evening law students, as well as other members of the university community, alumni, and the general public. **Please submit both a cover letter and resume to your application profile to be considered for this position.**

The projected salary or hourly pay range for this position which represents the full range of anticipated compensation is: $67,000 to $72,000

Responsibilities

- The Reference & User Services Librarian assists users with library technology, including accessing online resources, and university services such as networks and printing. The Reference & User Services Librarian is often the first point of contact for troubleshooting technology problems, resolving issues independently when possible, or referring problems to other library, law school, or university technology staff.

- Works closely with the Systems and Electronic Resources Librarian to develop protocols for troubleshooting user access to online resources (databases). Serves as the initial point of contact for staff and user questions about access to online resources. Refers unresolved users access issues to the Systems and Electronic Resources Librarian for resolution.
- Takes the lead with developing or improving web-based services, including, but not limited to, the library's discovery system (Primo), SpringShare products (LibGuides and LibCal), and the institutional repository (Digital Commons). Informs library staff of available system enhancements and capabilities. Seeks assistance from the Systems & Electronic Resources Librarian as needed.
- With library staff, creates, updates and troubleshoots the library's website. Serves as a resource for library staff regarding web design principles and techniques, including online accessibility standards. With library staff, updates and troubleshoots the library's discovery catalog (Primo), and institutional repository (Digital Commons). Maintains and supports SpringShare products (LibGuides and LibCal) and a number of subject specific LibGuides. Plays a lead role in creating and updating guidance on using library resources, including online databases. Informs library staff of known issues with web-based services.
- Provides reference and research assistance to all law school library patrons. Assists library patrons in all aspects of using the library's collection, equipment, and electronic resources. Assists students, faculty, and visitors with the sources and techniques of legal research in a variety of instructional settings including, but not limited to, one-to-one in-person and virtual consultations, small group presentations, formal classes and workshops, telephone and email help.
- Provide substantial, individualized research assistance to the law school faculty to support the faculty member's teaching needs, individual research interests and the Catholic mission of the law school. Prepare bibliographies, monitor current awareness services, vet proposed speakers, and search legal and non-legal databases to support faculty teaching and research.
- Opportunity to provide instruction in legal research resources and techniques in law school courses. Provide basic and advanced instruction on using Lexis, Westlaw, as well as other subscription and non-subscription electronic legal resources in both individual and small group settings. Assist patrons with database (Lexis and Westlaw) issues and accounts.

Qualifications

- Master's of Library Science (M.L.S.) degree from an A.L.A. approved library school. required. ABA accredited Juris Doctor degree preferred. Two years experience as a professional librarian, preferably in an academic law library. Expertise in computerized databases, presentation software and computer hardware.
- Excellent legal research and general library research skills. Strong service orientation and collegial work style.
- Ability and commitment to implementing information technology.
- Demonstrated knowledge of HTML, XML, CSS, current WCAG accessibility standards, and principles of web design.
- Understanding of foreign and international legal research.
- Proven background in providing sophisticated reference services incorporating both print and electronic sources employed in a major research library.
- Proven background in providing library outreach through working with a diverse clientele, including faculty, law students, and unskilled library users.

Position: Electronic Records Archivist
Location: US. House of Representatives, Office of the Clerk
Posted: USA Jobs
Salary: $95,045-122,648

The Office of the Clerk serves as the official record keeper of the U.S. House of Representatives and supports the nonpartisan legislative functions of the institution. Within the Clerk's Office of Art and Archives, the Electronic Records Archivist provides archival services and outreach related to House records and provides expertise in the records management and preservation of electronic records to committees, Members, and staff of the House.

Job Summary: Since 1789, the Office of the Clerk has served as the official record keeper of the U.S. House of Representatives, and proudly supports the nonpartisan legislative functions of the institution. The Clerk's Office of Art and Archives serves as custodian of the House's unique records and collections.

Description: Full-time, legislative branch position in the Office of the Clerk provides archival services for the digital records of the U.S House of Representatives. Supports the development and implementation of the electronic records management program for the Office of the Clerk, including analyzing and recommending tools for verifying and processing digital records, as well as developing and updating policies, procedures, guidelines, and training resources. Ensures the effective management and processing of digital records in all formats, including email, social media, and web archiving,

and assists with the implementation of the House's recordkeeping requirement. Reporting to the House Archivist, works collaboratively as an integral part of a small team in a non-traditional archival setting. Grade level at the time of appointment is determined by experience and designated level of responsibility.

Major Duties

- Provides guidance to congressional staff on electronic records management best practices and archiving procedures; develops user education materials.
- Reviews, updates, and develops departmental policies, procedures, and manuals for digital records.
- Accessions, processes, verifies, and describes digital records.
- Monitors developments related to digital records and develops archival solutions for emerging technologies. Makes recommendations to the House Archivist for new standards or practices that should be incorporated into the electronic records management program.
- Understands and supports the services of the Office of the Clerk; works collaboratively with colleagues.
- Accepts performance-based coaching and direction; meets attendance requirements as established by the office, and works a schedule that may include long hours, nights, and weekends when necessary; works well under pressure and handles stress appropriately.
- Performs other duties as assigned.

Qualifications

- **Preferred Qualifications**
  - Experience providing electronic records management services within a state or local government, public agency, or private organization.
  - Demonstrated knowledge of principles, standards, and guidelines of records management.
  - Experience with digital content management systems and digital preservation tools.
  - Experience developing and implementing user education and training materials.
- **Minimum Qualifications**
  - Master's degree in library or information science with a focus in archival management or at least five years archival experience.
  - Ability to perform the major duties described above.
  - Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
  - Willingness and demonstrated capacity to learn new approaches.
  - High level of analytical, research, problem-solving, and organizational skill.
  - Ability to work as a member of a team performing shared duties.
  - Detail-oriented with strong writing and communication skills.
  - Ability to exercise discretion and independent judgment in fulfillment of responsibilities.
  - Must be computer proficient and be able to lift objects weighing up to 50 pounds.
  - After an introductory onsite period and completion of training, the position is eligible for a hybrid work schedule based on workload and management approval.

Position: Associate Director for Research Libraries
Location: Smithsonian Institution
Posted: USA Jobs
Salary: $142,888-185,234

The Smithsonian Institution (SI) is the world's largest museum, education, and research complex, with 21 museums and the National Zoo. This position is in the Smithsonian Libraries and Archives (SLA). The Smithsonian Libraries and Archives gathers, organizes, and disseminates the records and history of the Institution to support its research, curatorial, exhibition, publication, public service, and education programs.

The Associate Director for Research Libraries is responsible for overseeing the strategic planning, collection development, and management of all programs, personnel and activities of SLA's Librarian Research Centers (LRC's).

In this position, you will:

- Formulate the goals, policies, programs, and practices of the Library Research Centers and expanding research resources in a cost-effective manner, strategic vision, leadership, and supervision to contribute to major policy decisions concerning programs, including matters relating to budget, staffing, organization, and facilities.

- Ensure federal, trust, endowment, gift and grant budgets are managed and expenses following policies and procedures, serves as key contributor to fundraising efforts to support digitization, research and new programs.
- Perform the full range of personnel management to meet the evolving research needs of Smithsonian staff and external patrons. Sets goals, priorities, and schedules; assigns tasks and evaluates performance to ensure outcomes are met.

Qualifications

- **Basic Qualification Requirements:** All librarians **must** meet the requirements for professional education in library science or possess equivalent experience and education.
  - **A.** Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree. **OR**
  - **B.** A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.
- **In addition to meeting the basic qualification requirement above, to qualify for this position you must also meet the specialized experience and/or education requirements listed below:**
  - **GS-14 Experience:** You qualify for this position if you have one year of specialized experience equivalent to at least the GS-13 level in the Federal Service. **For this position Specialized experience is defined as** supervising and overseeing strategic planning, collection development, and management of programs, personnel, and activities responsible for contributing to the digital transformation, management of geographically dispersed physical locations, collections and service points to meet ever-evolving research needs.

Posted in **Job Vacancies** | Tagged **Academic Library**, **Government Library**, **Law Library**, **Public Services**, **Technical Services**, **Washington DC**

One Position: Maryland

Posted on **April 11, 2025** by **LLAM News**

Position: Health Science Librarian
Location: Chamberlain University (Columbia)
Posted: LinkedIn
Salary: $49,199-88,841

Chamberlain University has a 130-year history and the mission to educate, empower, and embolden diverse healthcare professionals who advance the health of people, families, communities, and nations. Our regionally accredited University is comprised of the College of Nursing and the College of Health Professions. Our College of Nursing offers a Bachelor of Science in Nursing (BSN) degree program at 23 locations and online post-licensure degree programs and certificates including RN to BSN, RN to MSN, a Master of Science in Nursing (MSN) with six Specialty Tracks, and a Doctor of Nursing Practice (DNP). Our College of Health Professions offers online options with a Master of Public Health degree, Master of Physician Assistant Studies, Public Health Certificate programs, and a Master of Social Work degree. Learn more about Chamberlain University, part of Adtalem Global Education, at www.chamberlain.edu.

There is one very significant way Chamberlain is different than other Universities - Chamberlain Care®. Healthcare education is offered in a culture of service excellence and care in four ways: care for self, care for colleagues, care for patients/clients, care for all. By living Chamberlain Care®, we've built a culture in which colleagues and students thrive and we graduate extraordinary healthcare professionals who transform the health of people worldwide.

Chamberlain Care® is the guiding principle we provide to each other and to our students to help our students achieve their goals, reach their dreams and impact healthcare at a national level. If you're ready to live Chamberlain Care®, we invite you to apply today!

In our U.S. locations, we operate on a hybrid work model with three in-office days and two remote days per week. Starting Q1 2025, we will transition to a four-day in-office schedule, Monday–Thursday. This in-office time fosters creativity, innovation, communication, and stronger team relationships, supporting both individual and organizational success.

Job Description

- Collaborates with team members to recommend, develop, and implement service models and resources that are both evidence-based and cost-effective, which will result in improved online learning services and deeper library engagement.
- Designs and delivers user-centered instruction sessions, workshops, and tutorials as part of the library's information literacy program.
- Works in coordination with other librarians to create, implement, and maintain online instructional resources to support independent learning and research skill development.
- Assists in ensuring that the library and the information services for which the library is responsible for meet accreditation standards.
- Serves as liaison to assigned academic programs within Chamberlain University. Promoting awareness and use of library services and collections.
- Provides regular detailed reports of library services activities.
- Provides personalized virtual reference and research services through Springshare's LibApps platform including virtual chat, virtual appointments, and virtual workshops, helping users to locate and effectively utilize library resources.
- Stays current with emerging online learning technologies, instruction best practices, and research support services in health sciences disciplines to enhance library services for the Chamberlain community.
- Must be available to work one weekend shift as needed.
- Preference will be given to candidates with weeknight availability (until 6 pm Central Time).
- Completes other duties as assigned.

Qualifications

- **Required**
  - ALA-accredited Master's degree in library science/library and information science – Excellent oral and written communication skills
  - Ability to think quickly and type appropriate responses to on-the-spot student inquiries in live chat support – Ability to conduct in-depth searches of health sciences literature using PubMed, CINAHL, ProQuest, and other health sciences databases.
  - Demonstrated experience providing research assistance in both online and virtual learning environments. – Demonstrated teaching skills with an understanding of pedagogical best practices, information literacy principles, and instructional design tools for online instruction.
  - Ability to work well with a diverse range of patrons in a virtual environment, with demonstrated knowledge of and commitment to the benefits of diversity, inclusion, and accessibility in the workplace, specifically with regard to the delivery of library resources and services.
  - Ability to work independently and collaboratively. – Must be student-focused and dedicated to supporting a robust virtual student experience
- **Preferred**
  - Previous experience in an academic library, hospital library or other health sciences library setting
  - Experience using Springshare's LibApps platforms for the delivery and assessment of library services is desired.
  - Familiarity with ExLibris Primo and Microsoft Office desired
  - Experience using WebEx, Microsoft Teams, or other tools to collaborate with team members in an online environment.
  - Experience providing in-depth research consultations and expert literature searches to support faculty scholarship.
  - Interest in or demonstrated experience in one or more areas of health sciences librarianship such as evidence-based practice, citation management, systematic/scoping reviews, or author publishing support.

Posted in **Job Vacancies** | Tagged **Academic Library**, **Medical Library**

Two Positions: Washington, D.C.

Posted on **April 11, 2025** by **LLAM News**

Position: Head of Digital Initiatives
Location: Georgetown University Law Center

Posted: LLSDC
Salary: $66,783-126,720

The **Head of Digital Initiatives** is responsible for the development, implementation, maintenance, and advancement of the Law Library's digital collections. Reporting to the Associate Director for Resource Management and Technology at the Georgetown University Law Library, this position leads a cohesive digitization program and works to implement an effective and achievable strategy to ensure long-term protection and access to Georgetown University Law Library's digital assets.

The Digital Initiatives department is responsible for production digitization of Law Library materials and for making them available through a number of digital repositories. The department includes two full-time staff and a team of 4-6 student assistants. Responsible for the operations of the department, this position delegates tasks, provides general oversight and direction for the daily work of the department, and monitors the physical space to ensure safety and an appropriate work environment. The incumbent sets the goals and priorities for the department, develops and maintains the policies and procedures to meet those goals, and provides opportunities for training and development of the staff in the department. This position represents the department's work and interests in communications with peers, collaborators, and vendors both internal and external to Georgetown, and participates in strategic planning and decision-making with respect to major purchases and new initiatives.

Duties include but are not limited to:

- Execute large-scale digitization efforts and supervision of personnel involved in digitization.
- Create procedures, documentation, and workflows, maintaining the equipment and software required for digitization and image processing.
- Track and manage digital files utilizing standards and best practices, uploading and managing content in the Law Library's instance of DigitalGeorgetown.
- Facilitate and maintain access to Law Library digital assets through integrations in the Law Library catalog, in cloud storage platforms, and through web-based repositories.
- Develop and maintain metadata standards for digital collections and assets.
- Advise and coordinate digital preservation activities and standards.
- Assess digitization needs and generate ideas for future digital initiatives, serving as a point of contact for external partners and assisting in acquiring digital collections.

Work Interactions: The position is the Head of the Digital Initiatives Department and reports to the Associate Director for Resource Management and Technology. Other staff members in the Department are the Digital Initiatives Coordinator, Digital Initiatives Assistant, and student assistants. Other close interactions are with the Head of Special Collections, Head of Law Library Technology, the Collection Development Librarian, and the Head of Access Services.

Requirements and Qualifications

- Master's Degree in Library and Information Science (or equivalent)
- Six to ten years of library experience (including supervisory experience)
- Experience with standard digitization workflows, including the use of large-scale scanning equipment, image editing software, and inventory control procedures
- Ability to collaborate with internal and external partners to design and implement long-term digitization projects
- Demonstrated ability to solve technical problems, implement new equipment and software, and apply technical standards for digitization
- Experience using digital imaging and post-processing software, such as Adobe Photoshop and Adobe Bridge
- Experience with institutional repository systems, including storing, organizing, securing, and sharing digital assets
- Knowledge of one or more metadata standards appropriate for describing digital materials, such as Dublin Core, MARC, MODS, or METS.
- Strong interpersonal skills and communication skills

Preferred Qualifications

- Familiarity with XML/XSLT
- Experience in working with data from an Integrated Library System
- Experience in an academic library in a university setting

Work Mode Designation: This position has been designated as **Hybrid.** Please note that work mode designations are regularly reviewed in order to meet the evolving needs of the University. Such review may necessitate a change to a position's mode of work designation. Complete details about Georgetown University's mode of work designations for staff positions can be found on the Department of Human Resources website: https://hr.georgetown.edu/mode-of-work-designation.

Please submit a cover letter and resume. Preferably these documents should be combined into a single PDF.

Pay Range: The projected salary or hourly pay range for this position which represents the full range of anticipated compensation is:$66,783.00 – $126,720.23. Compensation is determined by a number of factors including, but not limited to, the candidate's individual qualifications, experience, education, skills, and certifications, as well as the University's business needs and external factors.

Position: University Librarian
Location: Georgetown University
Posted: LinkedIn
No salary provided

Reporting to the Provost, the **University Librarian** works with colleagues within the Library, across the institution, and beyond to articulate a vision and chart a course for the future, attending to collections, services, space, and organizational development. The Georgetown University Library holds 4.2 million print and electronic resources as well as extensive collections of manuscripts and rare books, audio-visual materials, microforms, graphics, and government documents. The University Librarian is the chief administrative officer for the Georgetown University Library and is responsible for its operational areas and functions, including development and curation of collections; coordination and delivery of library services; and management of staff, budgets, and facilities. The University Librarian also plays an important external role, championing and broadcasting the work of the library; engaging with faculty, students, and administration; fundraising with public and private sectors in support of library programs; and working collaboratively with the colleagues in the profession.

Georgetown seeks an individual with a record of inspiring leadership; a vision that embraces and meets the challenges presented by a rapidly changing information and technological environment; tactical and operational abilities to execute on that vision; and the management skills to lead and develop a talented diverse workforce and maximize the Library's financial and human resources. The ideal candidate will bring to the role significant experience and perspective in leading a research library, nuanced understanding of the scholarly ecosystem in which academic research libraries operate, and a strategic mindset about the opportunities that libraries must seize.

Requirements and Qualifications

The successful candidate will possess credentials appropriate to the leadership of a modern research-intensive library and a record of accomplishment in an academic discipline and/or library/information science. An advanced degree in library science and/or other graduate degree is strongly preferred. In addition, the successful candidate will possess many, if not all, of the following qualifications, professional experiences, and personal qualities:

- Demonstrated leadership experience in academic scholarly communities and proven managerial ability in a complex organizational setting
- Ability to articulate a vision and provide strategic direction in a rapidly changing information environment
- An understanding of the major challenges facing academic research libraries today, such as collection development, new trends in publishing, artificial intelligence, media, and other technology integration, space planning, and the need for effective staff and organizational development to support rapidly changing user needs and expectations
- Knowledge of trends and practices in teaching and scholarly research, including open access, open-educational resources, and scholarly publishing reform
- Awareness of existing and emerging technologies that have the potential to transform the way information is gathered, made, disseminated, used, and stored, and demonstrated ability to discern those with strategic importance to the institution
- Demonstrated ability to represent the library externally and effectively articulate the goals, values, and vision of the library in such a way that builds relationships and deepens financial support for the library
- Experience in strategic planning, space planning, assessment, budget management, and resource allocation
- Sensitivity to issues of shared governance and recognition of the need to reach out to faculty and students for feedback
- An appreciation of Jesuit values, which include a commitment to social justice and global engagement, alongside rigorous intellectual discovery

- Evidence of strong interpersonal skills: to work collegially, to write and speak effectively, to attract and mobilize support, to inspire confidence and trust, to navigate intercultural differences with understanding and skill, and to maintain a positive and empowering work culture

Work Mode Designation: This position has been designated as **On Campus with offices on the Hilltop Campus**. Please note that work mode designations are regularly reviewed in order to meet the evolving needs of the University. Such review may necessitate a change to a position's mode of work designation. Complete details about Georgetown University's mode of work designations for staff positions can be found on the Department of Human Resources website: https://hr.georgetown.edu/mode-of-work-designation.

Inquiries, nominations/referrals, and applications, including a curriculum vitae and letter of interest, should be sent electronically and in confidence to:

Anita Tien, Partner
Andy Marshall, Managing Associate
Christina Errico, Senior Search Coordinator
Isaacson, Miller
Georgetown University, University Librarian
Posted in **Job Vacancies** | Tagged **Academic Library**, **Law Library**, **Technical Services**, **Washington DC**

One Position: Virginia

Posted on **April 11, 2025** by **LLAM News**

Position: Librarian Supervisor (Cataloging & Metadata)
Location: Arlington Public Library
Posted: ALA
Salary: $91,644-142,043

Arlington County's Public Library is seeking an innovative and collaborative Cataloging and Metadata Manager to join the Collections and Access Division's Cataloging and Metadata Team. This position will be a leader dedicated to the mission of the division and the library by making the collections accessible through an accurate and relevant catalog. This position will also work closely with colleagues throughout the library to ensure our collections and services meet the needs of our community.

Responsibilities: Specific duties include:

- Managing and directing the cataloging of the library's collections in all formats as well as the content of the ILS (Koha) and Discovery Layer (Aspen);
- Managing the workflow, projects and operations of the Cataloging and Metadata Unit;
- Managing, supervising, and leading the Cataloging and Metadata team, consisting of 2 librarians and five paraprofessionals; Using cataloging tools, such as MarcEdit, OCLC Connexion, LC ClassWeb, Koha, and Aspen Discovery;
- Ensuring that print, non-print, and electronic resources are accessible to borrowers in the most timely and cost-effective manner possible;
- Managing the quality control for the cataloging and processing of all library materials, while maintaining proper cataloging standards and procedures;
- Keeping abreast of emerging trends, innovations and best practices affecting library systems, catalogs and of methods of electronic resources management and metadata standards;
- Coordinating database policies and procedures for the library system and performing database maintenance practices;
- Incorporating new ways of leveraging technology for collecting, organizing, and providing access to library materials;
- Improving on Koha, Aspen and other technology initiatives related to cataloging by working closely with the information technology unit; and
- Supporting the cataloging and metadata needs of the Center for Local History.

The ideal candidate will have the following:

- Experience managing workflows to incorporate new technologies or shifts in cataloging priorities;
- Knowledge of integrated library systems and statistical analysis;
- Managing updates, configurations, and essential tasks necessary to maintain catalog functionality.
- Understanding Artificial Intelligence considerations as they relate to cataloging workflows and discovery layers;
- Fostering an understanding and awareness of accessibility of library materials and cataloging and metadata practices;
- Understanding of typical collection development, acquisitions, and information technology practices of a large library.

Qualifications

- **Minimum:**
  - Master's Degree in Library Science or Library & Information Science from an ALA accredited college or university; and
  - Significant experience providing cataloging work in a public library setting with some experience serving as a team lead or supervisor.
- **Desirables: Preference will be given to applicants with two or more of the following:**
  - Extensive knowledge of automated library cataloging, metadata standards, authority control, and acquisitions processes, such as DDC, AACR2, USMARC, LCSH, OCLC, LCSH, RDA, LCNAF;
  - Experience with the Integrated Library System, KOHA and Discovery Layer, Aspen;
  - Experience managing vendor outsourcing of cataloging and processing library materials, including those pertaining to shelf-ready product delivery;
  - Experience working as part of the Collections and Access management team to provide guidance; and
  - Experience working cross-departmentally to collaborate on major initiatives, projects, or services.
- **Special Requirements**
  - Licenses/Certifications: Must possess or be eligible for a Virginia Librarian's Certificate.

As part of this application, please include a cover letter or use the space in the supplemental questionnaire to describe in detail how your training, education and experience has prepared you for this position and how you meet the minimum and desirable qualifications.

Additional Information:

- Work Hours: Typically Monday – Friday, 9:00 a.m. through 5:30 p.m. (Scheduling is flexible within limits)
- Work Location: Central Library 1015 North Quincy Street, Arlington, VA 22201`- Metro Accessible.
- The official title for this position is Librarian Supervisor.

Posted in **Job Vacancies** | Tagged **Public Library**, **Technical Services**, **Virginia**

Two Positions: Maryland

Posted on **April 4, 2025** by **LLAM News**

Position: Librarian III / Public Services Specialist III , Children's Services
Location: Prince George's County Memorial Library System
Posted: MLA
Salary: $77,329

Join our team as a **Librarian III or Public Services Specialist III** at the **Oxon Hill Branch** of the Prince George's County Memorial Library! We're seeking an enthusiastic **Children's Services** leader to manage reference and advisory services, library programs, and community outreach, creating a welcoming, engaging space that fosters learning and discovery for children ages 0-12.

As a Librarian III or Public Services Specialist III, you will:

- Oversee and evaluate branch staff performance, ensuring training and development needs are met.
- Manage staff schedules.
- Serve as the person in charge, as needed, ensuring safety, resolving escalated customer concerns, and maintaining operational equipment.
- Promote library services, events, and resources to the community.
- Represent the library in outreach activities with schools, organizations, and agencies.
- Ensure quality reference and reader's advisory services.
- Lead the planning and review of virtual and in-person programs.
- Oversee the growth and maintenance of library collections.
- Manage the circulation services desk as needed.
- Oversee the maintenance of library collections.
- Perform other duties as needed.

Qualifications:

- **Librarian III:** Master's degree from an ALA-accredited program + a Maryland Professional Public Librarian certificate + 3 or more years of experience.
- **Public Services Specialist III:** Bachelor's degree + Maryland State Library Associate Training Institute (LATI) certificate + 5 years of library experience.
- At least three (3) years of supervisory experience.
- Must be able to earn 90 Continuing Education Units (CEUs) every five years.
- Strong customer service and communication skills.
- Ability to manage multiple responsibilities effectively.
- Proficiency with library reference tools, databases, and technology.
- Flexibility to substitute at other branches and participate in special projects.

Additional Information:

- Submit your application through the link below by creating a new candidate profile. Visit our website at http://www.pgcmls.info.
- The successful candidate must be available to work evenings and weekends.
- After successful completion of a probationary period, telework may be authorized up to two (2) days per week.
- We provide an outstanding benefits package, including paid time off (holidays, annual, personal, and sick leave), comprehensive medical, dental, vision, and prescription coverage, professional development opportunities, and more.

If you're passionate about libraries, leadership, and children's services, APPLY TODAY!!!

Position: Librarian Children
Location: Harford County Public Library (Aberdeen)
Posted: ALA
Salary: $54,795-67,910

The Harford County Public Library offers a competitive compensation and benefits package. Starting wage, depending on candidate qualifications, is between $54,795 and $67,910. This position is eligible for the following benefits: deferred compensation 457(b) retirement plan, pension plan, medical, dental and vision plans, employee assistance program, voluntary benefits, paid time off and more.

Position Summary: The Librarian performs professional librarian services including reference services, reader's advisory, computer support, technical instruction, location of materials, and general customer service. Performs basic supervisory responsibilities for hourly staff. Plans and presents programming. Meets minimum public service hours as defined by Library Administration.

Essential Duties: Performs services within a branch, including but not limited to:

- Assessing, evaluating, and weeding assigned collections;
- Reviewing, selecting, and ordering materials in print and non-print formats;
- Analyzing and interpreting statistical and community information as part of the selection process;
- Managing assigned selection budgets by following established finance procedures;

- Interpreting censorship and freedom of access issues as pertains to selection of materials for library customers;
- Keeping abreast of publishing trends for materials;
- Writing and compiling bibliographies and booklists;
- Preparing and compiling required reports and statistics;
- Mentoring professional and paraprofessional staff, as assigned.

- Assists the public in the use of library resources, including computer catalogs, indexes, computerized search systems, and the Internet:
  - Performs in-depth reference searches and performing readers' advisory services;
  - Plans, assembles, and arranges displays of materials to support popular topics;
  - Conducts library tours and orientations;
  - Provides information on library activities, facilities, rules, and services to customers;
  - Plans and executes programs for children, teens, and adults; coordinates special programs such as summer readings, story times, or holiday programs;
  - Moderates a book club.
- Develops training tools and conducts staff training;
  - Plans, directs, or carries out special projects involving library promotion and outreach activities;
  - Improves library leadership skills through attending special workshops, classes, discussion groups, etc.
  - Performs reference and materials management activities in all service areas (A, J, YA) on a limited basis, as well as circulation activities;
  - May supervise hourly staff (part-time hourly and substitute).

Supervision Functions:

1. Supervises hourly reference staff, including reference substitutes, and other hourly staff or volunteers as assigned;
2. Recruits, selects, trains, and schedules staff and volunteers;
3. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
4. Approves annual leave and checks and tabulates timesheets for assigned staff;
5. Prepares monthly reports, meeting agendas, and monthly schedules;
6. Interprets and implements system wide policies and procedures;
7. Schedules and facilitates department/team meetings;
8. Ensures staff receive and understand system and department communications via written or electronic format;
9. May act as supervisor of team or work group and/or may supervise volunteers.

Standard Functions:

1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
3. Learns new skills and technologies to retain proficiency in areas of expertise;
4. Is dependable and punctual;
5. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
6. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
7. Performs other duties as assigned.

Minimum Requirements:

1. Master of Library Science degree from an accredited ALA institution.
2. State of Maryland Department of Education Professional Librarian Certification within six months of hire;
3. Experience in library setting, preferably public library;
4. Computer experience including reference databases and internet;
5. Ability to work day, evening, and weekend hours.

Knowledge, Skills and Abilities:

1. Thorough knowledge of the principles and practices of reference and readers' advisory services;
2. Ability to anticipate customer needs and respond to a variety of situations involving the public;
3. Ability to develop and implement programs for children's, young adults and adult services;
4. Broad knowledge of the local community to assess needs and plan well-received programs.

5. Knowledge of electronic resources, including the Internet and database information retrieval;
6. Ability to operate and troubleshoot relevant computer systems, including hardware and software, current audio-visual equipment; and office machines;
7. Organizational and planning skills;
8. Strong communication skills, both verbal and written;
9. Basic math skills;
10. Ability to be flexible, adaptable, and patient with customers and staff;

Work Environment:

1. Work requires occasional physical effort in handling of light materials, up to 30 pounds, in non-strenuous work environment. For example, set up and take down of tables, chairs or other equipment for meetings or events, pushing/pulling of library carts.
2. Environment includes moderate noises (i.e. an office with conversations, photocopiers, and/or computer printers);
3. Work also involves standing or walking up to 60% of the time.
4. Requires sitting and use of computer and keyboard for extended periods of time.
5. Observes safe work place practices with uncluttered workspace, including office equipment, avoidance of trips and falls, proper lifting techniques and following fire regulations.
6. Clarity of vision at 20 inches or less;
7. Precise hand-eye coordination with the ability to judge distance and space relationships.

Reporting Relationship: This position reports to the Branch manager. May supervise other staff. May supervise volunteers.

Work Week: Work schedule includes day, evening and weekend hours.
Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**, **Public Services**

Two Positions: Washington, D.C.

Posted on **April 4, 2025** by **LLAM News**

Position: Digital Engagement Specialist
Location: Library of Congress
Posted: USA Jobs
Salary: $120,579-156,755

This position is located in the General and International Collections Directorate, Researcher and Collections Services. The position description number for this position is 463411. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. The incumbent of this position will work a flextime work schedule. This is a non-supervisory, bargaining unit position.

Duties:

- Expands the use of the Library's digital collections through broad public engagement and targeted community based efforts, intended to attract and inspire new audiences. Identifies strategies, partnerships, and resources to promote the Library of Congress as a "Library for All", inspiring more users to consult and use its resources to fulfill their personal goals and aspirations and for lifelong learning. Sustains and enhances the Library of Congress's longstanding strengths in digital collections, metadata expertise and long-term stewardship by increasing use of these collections by more people across more diverse communities.
- Identifies and recommends services to address changing practices in research. Through partnerships and outreach, facilitates the development of innovative tools and workspaces for individual, community, and online based research or use. Evaluates tools and technologies to identify their potential uses in digital humanities and scholarly research, while ensuring an accessible and usable experience. Monitoring and analyzing digital engagement metrics to assess the effectiveness of strategies for the digital collections of the Library of Congress. Developing and implementing digital engagement strategies to increase community outreach.

- Brings appropriate focus to those who are infrequent or non-users, and/or those who are traditionally underserved. Provides equitable delivery of digital services through the development of programs, policies, practices, and behaviors which make the Library available to all people. Work involves developing, leading and implementing outreach services for a variety of demographics, analyzing community data and identifying community needs. Facilitates assistance and training for patrons and staff to promote the use of the Library's digital collections by a variety of user communities. Exercises considerable tact and courtesy in frequent contact with patrons and the public. Staying abreast with latest digital technologies to better services the community outreach. Identifying trends in digital and community engagement.
- Works with senior staff to develop plans for efficient and effective program implementation and administration. Develops and implements plans designed to enhance relationships with targeted partners, stakeholders, and communities of use. Provides liaison assistance to ensure that external partners and users can easily work with the Library to access digital resources. Plans, promotes, and coordinates pilot programs. Facilitates strategy and project planning meetings, with outside entities, and across Library divisions, acting as a liaison across organizational lines. Prepares planning sessions and briefings, organizes background materials, and conducts research. Collaborates in the management of budgets and finances as necessary.
- Conducts comprehensive evaluations of pilots and ongoing programs to ensure digital engagement goals are set and met and identifies areas where service can be improved. Defines and establishes metrics to monitor and analyze program and/or collections use and performance. Recommends actions needed to maintain or improve the quality and quantity of engagement. Ensures that strategic planning evaluations and assessments adequately and effectively address and measure program requirements for on going process improvements aligned with strategic direction associated with the researcher experience.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to expand the use of collections through digital engagement.**
- Ability to plan and coordinate programs.**
- Ability to provide outreach, consultation and liaison services.**
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: Librarian (Senior Outreach)
Location: Library of Congress
Posted: USA Jobs
Salary: $120,579-156,755

GPO employees possess a diverse array of talent in many administrative fields and trades. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. If you are an energetic, inventive individual looking for a challenging, yet rewarding career opportunity, GPO may be the place for you. This position is part of the Library Services and Content Management, Government Publishing Office in Washington, District of Columbia.

Duties:

- Provides virtual and on-site training to Federal Depository Libraries (FDL) staff on depository operations, compliance with Federal Depository Library Program (FDLP) requirements, and the effective utilization of government information resources.
- Advises libraries on implementing Federal Depository Library Program (FDLP) policies and best practices, conducts evaluations of library operations, and provides recommendations to align with program standards.
- Develops innovative strategies, tools, and services to support Federal Depository Libraries (FDLs) in ensuring public access to government information, including crafting training materials, guidance, and surveys.
- Conducts research on library trends and user feedback to inform policy updates, measure program effectiveness, and support program goals and Congressional reporting.
- Leads outreach efforts within the assigned National Collection Service Area (NCSA), building relationships with Federal Depository Libraries (FDLs) and community partners to promote the Federal Depository.

Qualifications: **To qualify for the Librarian (Senior Outreach), PG -1410-13, you must meet the following requirements:**

Quality Ranking Factor: This position will require extensive knowledge and experience with U.S. Government publications, related tools and indexes, and the Federal Depository Library Program (FDLP).

Basic Requirement: (SCREEN OUT) As a basic requirement, all librarians must have professional education in library science or possess equivalent experience and/or education as shown below:

- A. Completion of (1) full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree **(OR)**
- B. A total of at least (5) years of a combination of college-level education, training, and experience.

To qualify on this basis, the applicant must show conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge, skills, and abilities essential for providing effective library and information services.

In addition to minimally qualify for the PG-13 level, applicants must meet the following criteria: **To minimally qualify for the PG-13 level, make sure your resume supports your response that you select. In addition to meeting the Basic Qualification Requirement (1) year at the PG-12 level (or equivalent) level or higher.** Examples of qualifying specialized experience includes:

1. Provides reference services using government information, manages electronic resources in a library setting, or manages/develops library collections
2. Conducts training sessions, delivers presentations, or conducts outreach to stakeholders. and
3. Serves as depository coordinator, materials processor, cataloger, or in another role working directly with government information distributed by the Federal Depository Library Program (FDLP).

Posted in **Job Vacancies** | Tagged **Government Library**, **Technical Services**, **Washington DC**

Five Positions: Maryland

Posted on **March 25, 2025** by **LLAM News**

Position: Satellite Librarian – Baltimore, MD
Location: U.S. Court of Appeals for the Fourth Circuit
Posted: LLSDC, AALL
Salary: $81,117-131,826

The Fourth Circuit Court of Appeals Library is currently accepting applications for a librarian position for Baltimore, MD. The Satellite Librarian reports directly to the Circuit Librarian and is a member of the Circuit Library's team of librarians and support staff serving all judges and judiciary staff in the Fourth Circuit. The Satellite Librarian manages and maintains the library in Baltimore, MD, providing all library services, information, and materials required by federal circuit, district, magistrate, and bankruptcy judges located in the District of Maryland, as well as court staff, members of the bar, and the general public. The Satellite Librarian also oversees the administration of a shared judges' library in Greenbelt, MD.

The Fourth Circuit prides itself on being a collegial and collaborative workplace. We are an organization that promotes creativity and innovation, believes in diversity and inclusion, recognizes excellence, and promotes the effective administration of justice. In return, we are looking for strong candidates who share our vision and passion.

Our ideal candidate can develop and manage library initiatives, has excellent interpersonal skills, has an outstanding work ethic, has unquestioned integrity, is attentive to details, and is committed to excellent customer service.

OVERVIEW OF DUTIES

- Perform legal and non-legal research and reference services.
- Provide education and training to chambers and court staff on Westlaw, Lexis, Bloomberg Law, and other online legal research services.

- Assist with public relations and outreach efforts.
- Contribute to newsletters, research guides, and web pages for patrons.
- Perform other duties as assigned.

QUALIFICATIONS

- **Required Qualifications**
  - Master's degree in Library Science (MLS) from an ALA accredited school of Library or Information Science.
  - One (1) year of full-time specialized experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices, and theories of library management.
  - Proficiency using Westlaw, Lexis, Bloomberg Law, and other library research sources.
  - Strong research, analytical, organizational, written communication, and oral communication skills.
  - Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
  - Ability to travel and telework when necessary or assigned.
- **Preferred Qualifications**
  - A law degree (J.D., LL.M., S.J.D, or J.S.D.) from an accredited law school.
  - At least two (2) years of law library experience.
  - Skill in conducting training sessions or webinars and producing short training videos.
  - Skill in using an integrated library system like SirsiDynix.
  - Interest in civics and court history.

HOW TO APPLY: Email the following combined in a single PDF document to Human Resources at vacancy@ca4.uscourts.gov:

1. Cover Letter detailing qualifications and experience.
2. Resume that includes the name, title, and the contact information of three professional references.
3. Judicial Branch Application: AO78Application for Employment.

Please include the title of the position in the subject line of the email, and please note in the cover letter where you saw the announcement. Receipt of applications will be acknowledged. Interviews may be virtual and/or held in person in Richmond, VA or Baltimore, MD. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

Position: Assistant Library Manager
Location: Baltimore County Public Library (Towson)
Posted: MLA
Salary: $73,866

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule: This is a full time position working 40 hours a week. All library branch staff will rotate Sunday shifts at a location that may not be their home location and may be required to work evenings and Saturdays throughout the year as a part of the normal work schedule.

Job Summary: Under the general direction of the Library Manager, manages and coordinates the maintenance of the library collection and the provision of information, programming and outreach services. Proactively develops, supervises, and evaluates the performance of librarian staff. Collaborates with other management team members to develop and implement a customer service model aligned with community needs and system level priorities. Handles customer, staff and building issues. Participates in Assistant Library Manager management group and other system-wide committees.

- Hires, trains, develops, coaches, supervises and evaluates librarian staff
- Collaborates with the Branch Manager to set performance expectations and customer service goals for librarian staff

- Collaborates with the management team and community organizations to ensure that high quality library services and resources are delivered to customers and meet community needs
- Oversees the maintenance of the library collection and the provision of information, materials advisory and programming/outreach services to diverse users
- In the absence of the Branch Manager, assumes manager duties
- Leads and/or actively participates in branch and system-wide teams, committees and work groups
- Models continuous learning through seminars, workshops, professional affiliations and other means to keep abreast of current and emerging trends. Encourages and supports continuous staff development
- Performs all essential librarian functions as determined by branch and system needs and engages in direct customer service
- Develops and maintains a thorough understanding of BCPL rules and policies and serves as a resource for other staff
- Performs duties related to location specific, specialized services and/or Centers of Excellence
- Must be able to meet scheduling requirements by arriving to work on time and staying until the end of one's shift
- Must be able to work evenings and weekends and be flexible with one's work schedule to meet daily operational requirements
- Must have access to transportation, as needed, to fulfill the responsibilities of the position (including meetings, events and activities at other branch locations or offsite)
- Other duties as assigned

Job Requirements:

- Bachelor's degree from an accredited college
- Comprehensive knowledge of library operations acquired through four (4) years of progressively increasing responsible work in a public library setting
- For non-MLS/MLIS candidates: Successful completion of the Library Associates Training Institute (LATI) within two (2) years of date of hire, or 90 hours toward MLS from an ALA accredited college within two (2) years of date of hire with completion of MLS within 3 years of date of hire
- MLS, MLIS or similar degree from an ALA accredited college will be accepted in lieu of two (2) years of experience and must have or be able to secure Maryland State Department of Education Professional Librarian Certification
- Must be able to lift up to 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs.
- Ability bend, kneel, crouch and stretch for extended periods of time
- Ability to stand and/or walk for up to two (2) hours at a time
- Must be able to read small print

Bargaining Unit Status: Ineligible

Position: Branch Administrator III
Location: Frederick County Public Libraries
Posted: MLA, ALA
Salary: $80,252-128,402

Join the vibrant, community-minded team at Frederick County Public Libraries (FCPL)! We are seeking a creative, energetic, and visionary individual to become part of our team. Located in Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system of nine libraries and two bookmobiles. Our mission is to facilitate the public's freedom to explore, to invent, and to transform. FCPL connects people to ideas and to each other, helping to foster individual and community growth.

POSITION DETAILS: Exempt; full-time; 40 hours per week; varied workdays and hours within Frederick County Public Libraries (FCPL) operating schedule; full benefit. This professional managerial and supervisory position is responsible for the general operation and management of the Urbana Regional Library, and for ensuring the delivery of quality library service to the public. Direct supervision is given to department supervisors of Children's Services, Teen Services, Circulation Services, and the Assistant Branch Administrator. Supervision is received from the Branch Services Manager.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

- Provide leadership to branch staff in setting goals and objectives for fulfilling FCPL's mission and strategic plan; enforce, develop, revise and train staff on branch and system-level policy and procedures
- Establish priorities and work schedules for effective utilization of branch staff and manage statistics; compile and prepare reports, data and other written work

- Ensure that the library branch is open and operating on schedule
- Ensure branch security and safety policies and procedures are effective and enforced
- Assign responsibilities, supervise, direct, evaluate and provide leadership to branch staff; participate in interviewing and selection of staff
- Lead and coordinate with Branch management team to identify and solve problems and issues that concern consistency of service and best-practices system-wide
- Train and/or mentor branch staff as needed
- Lead project teams as assigned
- In collaboration with Library Collections, oversee input into the development and maintenance of branch collections to ensure that they meet community and regional needs
- Write grants to obtain additional funding support for special projects
- Actively support the values of Frederick County Public Libraries; interpret departmental, FCPL and systems policies and procedures to staff and the general public
- Plan and/or approve public relations and promotional requests for the branch; represent the branch and FCPL in meetings with citizens and community groups, including speaking to community groups about FCPL services
- Manage branch public relations matters; receive, respond to and resolve patrons' complaints and service requests
- Represent the Library on internal and external committees and in meetings with citizens and community groups; lead and/or participate on system-wide and branch teams
- Implement and direct merchandising and other strategies for in-house marketing of resources
- Assist patrons with general reference questions and reader advisory requests
- Assist and train patrons in the use of computerized and manual information sources; direct patrons to other information sources as appropriate
- Monitor the maintenance, repair and general condition of the branch physical plant and grounds; communicate concerns and recommendations to appropriate FCPL staff and County departments
- Keep abreast of and implement use of current technologies to enhance personal and branch efficiency, as well as patron services
- Travel to statewide and nationwide conferences and trainings, and represent FCPL in statewide committees, as required
- Actively participate in local, state and national library associations; attend seminars, workshops and continuing education activities; maintain professional affiliations to keep abreast of current and emerging trends, innovations, technology, services and other related areas of library planning and services
- Participate in and support planning and implementation of system-wide programs, events and outreach
- Perform other related duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS AND REQUIREMENTS: The qualifications/requirements, knowledge/skills/abilities and physical requirements or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Master of Library Science degree from an American Library Association accredited program
- Minimum 4 years of recent (within the past 10 years) progressively responsible work experience in public library management which must include:
  - Minimum of 2 years of supervisory work experience
- Professional Public Librarian certification from the Maryland State Office of Education, or the ability to fulfill this requirement within 6 months of hire

OR

- Bachelor's degree from an accredited college or university
- Minimum 6 years of recent (within the past 10 years) progressively responsible work experience in public library management which must include:
  - Minimum of 2 years of supervisory work experience
- Ability to obtain and maintain Library Associate certification from the MD State Department of Education within 2 years of hire, plus willingness and ability to attend training sessions as applicable

NOTE: A related Master's degree may substitute for 1 year of the professional or para-professional library work experience

KNOWLEDGE / SKILLS / ABILITIES:

- Working knowledge of modern management theory and practices with demonstrated effective skills and judgment in public library management and problem solving
- Working knowledge of standard public library services, techniques, principles and practices, and resources in all formats
- Working knowledge of current information technology trends and their applications for use in public libraries, and of research techniques and available research materials
- Ability to provide effective leadership, positive attitude, flexibility, initiative, and creativity in performing job duties
- Ability to handle multiple priorities, assignments, and unanticipated emergencies
- Knowledge of marketing principles with ability to effectively apply them to a library setting
- Ability to conduct effective reference and reader advisory interviews using established reference behaviors and protocols
- Ability to effectively analyze information, including written, statistical and numerical data
- Ability to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to effectively organize work, determine priorities, make decisions and complete assigned duties with minimal supervision
- Ability to effectively supervise, direct and evaluate the work of others, including strong and effective training and development skills
- Ability to work effectively independently, cooperatively, and as part of a team
- Ability to apply general knowledge to specific questions and use judgement appropriately
- Ability to provide effective leadership in regional library service
- Working knowledge of social media tools and techniques, with the ability to effectively communicate in an online environment to engage customers via social media
- Ability to effectively access and utilize FCPL's web-based services, computerized systems and the Internet, and the ability to effectively provide related instruction for patrons
- Knowledge of standard computer applications and devices including tablets/mobile devices, software applications, and downloadable e-format materials
- Strong and effective spoken and written (English) communication skills, including the ability to effectively represent FCPL in the community through public speaking and media interviews
- Ability to develop and maintain effective working relationships with customers co-workers/colleagues and the general public, including the ability to effectively build relationships and partnerships with community organizations, businesses, schools and similar entities

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position, the employee is required to frequently sit, walk, move, traverse and reach; occasionally lift up to 20 pounds and driving
- While working in this position, the employee is required to frequently work indoors
- During outreach programs and events the employee is frequently working outdoors; working in hot temperatures (above 100 degrees) working in cold temperatures (below 32 degrees) and walking on uneven ground.

ADDITIONAL INFORMATION / EXAMINATION PROCESS

- Ability to provide own transportation as needed to meetings/workshops, other FCPL branches, etc.
- Available for varied workdays and hours within FCPL operating schedule, and available for additional hours as needed for meetings, etc.

EXAMINATION PROCESS (may include):

1. An evaluation of training and experience
2. One or more interviews

Position: Library Specialist / Librarian I – Teens
Location: Frederick County Public Libraries (Urbana Regional Library)
Posted: MLA
Salary: $53,475-85,560 for Librarian I

Join the vibrant, community-minded team at Frederick County Public Libraries (FCPL)! We are seeking a creative, energetic, and visionary individual to become part of our team. Located in Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system of nine libraries and two bookmobiles. Our mission is to facilitate the

public's freedom to explore, to invent, and to transform. FCPL connects people to ideas and to each other, helping to foster individual and community growth.

POSITION DETAILS: Exempt; full-time; 40 hours per week; varied days and hours during FCPL regular operating schedule; full-benefits; subject to system-wide reassignment. Librarian I salary = $53,475-$85,560/per year; Library Specialist salary = $49,977-79,963/per year

This professional position will assist in managing Teen Services, and providing direct library service for all customers, with special emphasis on teen (6th-12th grade) services and programs. This position is involved in a wide range of library activities and operations. Supervision may be given to shelvers, substitutes, on-call employees, and/or volunteers; and direction may be given to department staff. Supervision is received from the Teen Services Supervisor, Assistant Branch Administrator or Branch Administrator.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

- Assist customers of all ages in using computerized and print information sources for general reference, information and readers' advisory requests and/or direct them to other appropriate sources
- Maintain in-depth knowledge of the collection, current literature, and content delivery formats
- Develop, implement and evaluate innovative age appropriate programs and outreach for teens and adults
- Participate in and support planning and implementation of system-wide programs, events and outreach
- Manage branch or system-level services/ programs and/or lead projects and teams, as assigned
- Perform bibliographic searches related to interlibrary loan requests and reserves
- Work with the supervisor to identify, plan, implement and evaluate promotion, marketing and outreach activities for alignment and effectiveness in communicating the mission and goals of the library, and the value of library products and services to the public, organizations, businesses, and other community entities
- Build and maintain working relationships and partnerships with community organizations, groups and individuals, including outreach and programming
- Assist in developing and presenting training to FCPL staff and general public on library/information resources, services, policies, programming, and procedures
- Assume duties and responsibilities of "librarian-in charge" as assigned and make decisions in accordance with regulations and established policies
- Analyze demographic data/statistics to identify and evaluate need for changes to services and programs
- May perform duties as a Passport Acceptance Agent, to include executing passport applications.
- May supervise, train and evaluate Shelvers, substitutes, on-call employees, and/or volunteers as assigned
- Participate in department, branch and system-wide work teams and committees
- Prepare displays and programs to promote reading and library services
- Explain FCPL policy and procedures to the public and monitor proper library behavior and safety.
- Assist with the development and maintenance of the branch collection in an assigned area, including recommending materials for acquisition or withdrawal from circulation
- Attend related workshops, meetings and learning opportunities
- Perform other related duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS AND REQUIREMENTS: The qualifications/requirements, knowledge/skills/abilities and physical requirements or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **EDUCATION & WORK EXPERIENCE REQUIREMENT FOR <u>LIBRARIAN I</u>**
  - Master of Library Science degree from an American Library Association accredited program; may consider candidates who will obtain the MLS within 6 months of hire.
  - Minimum 1 year of work experience and/or classroom training in working with teens, grades 6th through 12th (internships may be considered)
  - Minimum 1 year of customer service work experience, working directly with the public in retail, education, community or public relations, or any high traffic customer service setting
  - Professional Public Librarian certification from the Maryland State Department of Education or ability to obtain this certification within 6 months of hire with MLS-current certification must then be maintained
- **EDUCATION & WORK EXPERIENCE REQUIREMENT FOR <u>LIBRARY SPECIALIST</u> – other requirements continue below:**
  - Bachelor's degree from a recognized college or university

- Minimum 6 months recent (within last 5 years) library work experience
- Minimum 1 year of work experience and/or classroom training in working with teens, grades 6th through 12th (internships may be considered)
- Minimum 2 years of customer service work experience, working directly with the public in retail, education, community or public relations, or any high traffic customer service setting
- Library Associate certification from the Maryland State Department of Education or ability to obtain this certification within 2 years after hire, plus willingness and ability to attend training sessions as applicable

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of teens literature, development stages and interests
- Working knowledge of literature and interests for people any age
- Working knowledge of research techniques and available research materials, as well as general readers' interest, authors, books and other formats of library materials
- Working knowledge of social media tools and techniques, with the ability to effectively communicate in an online environment to engage customers via social media
- Knowledge of standard computer applications and devices including tablets/mobile devices, software applications, and downloadable e-format materials
- Knowledge of public library practices and procedures
- Strong and effective spoken and written (English) communication skills, including public speaking skills
- May require ability to become certified as a Passport Acceptance Agent from the U.S. Department of State within 180 days of hire and maintain certification.
- Ability to follow verbal and written instructions to complete routine assignments
- Ability to effectively access and utilize FCPL's computerized systems and the Internet, and ability to effectively provide related instruction for all customers and staff in a friendly and respectful manner
- Ability to effectively organize work, problem-solve, determine priorities, make decisions and complete assigned duties with minimal supervision
- Ability to prioritize, multi-task and effectively manage time in a busy environment.
- Ability to demonstrate creativity, flexibility, positive attitude, good judgment, and leadership
- Ability to create and market high-quality programming in a fast-paced, deadline-oriented environment
- Ability to effectively supervise, direct and evaluate the work of others
- Ability to develop and maintain effective working relationships with customers, co-workers, community organizations and the general public
- Ability to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to effectively build relationships and partnerships with community organizations, businesses, schools and similar entities
- Ability to manage projects including event planning, community relationships, creating and managing a project timeline, and evaluating outcomes
- Ability to learn and integrate emerging technologies and STEM-related educational tools into programming
- Strong internal and external customer service ability including ability to exhibit patience, tact, and courtesy working collaboratively in a team environment

PREFERENCE MAY BE GIVEN FOR:

- 1 year work experience supervising and/or directing the work of others
- 1 year work experience developing and presenting programs for teens, grades 6th-12th
- Additional years of customer services work experience

PHYSICAL DEMANDS/WORKING CONDITIONS:

- While working in this position, the employee is frequently sitting, walking and lifting up to 20 pounds, lifting between 20-40 pounds; occasionally stooping, kneeling and crouching
- While working in this position, the employee is frequently indoors
- During outreach programs and events the employee is occasionally working outdoors ; working in hot temperatures (above 100 degrees) working in cold temperatures (below 32 degrees) and walking on uneven ground

ADDITIONAL INFORMATION / EXAMINATION PROCESS

- Ability to provide own transportation to meetings, workshops and FCPL branches as needed
- Available for varied workdays and hours within the FCPL operating schedule

- If the candidate hired into this position has not yet obtained their MLS degree, they will be hired into a Library Specialist position ($49,997 – $79,963/annually) and will be upgraded to the Librarian I (salary $53,475 – $85,560/annually) position upon successful completion of the MLS degree within 6 months of hire

EXAMINATION PROCESS (may include):

1. An evaluation of training and experience
2. One or more interviews
3. A pre-employment fingerprint supported background investigation

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Position: Electronic Resources and Technical Services Librarian / Assistant Professor
Location: Carroll Community College (Westminster)
Posted: ALA
Salary: $60,890-79,157

Job Summary: This position is responsible for cataloging library materials and managing the library's electronic databases, web site, and integrated library system (ILS). The position also participates in public service duties, such as staffing the reference desk, reviewing citations, conducting library instruction, liaising with College faculty**,** and developing print and electronic collections in assigned areas. It reports to the Director of Library.

Essential Job Functions

- Administers the Library's website, tutorials, and research guides.
- Manages the Library's electronic databases, including coordinating purchases with vendors and consortia, collaborating with IT to assure on- and off-campus access and troubleshooting day-to-day issues.
- Performs technical services tasks, such as cataloging library materials and maintaining the Library's ILS.
- Provides in-person and virtual reference and citation review services to College stakeholders and the general public.
- Manages electronic journals and research databases and investigates options for possible purchase.
- Makes recommendations to the Director of Library regarding database subscriptions.
- Manages daily operations of Polaris ILS and resolves system-related problems with vendors and local consortium staff.
- Manages all cataloging operations, including original and copy cataloging in all formats using LSCH, MARC and RDA standards and LC classification schedules.
- Troubleshoots problems with LRC hardware and software in collaboration with college IT staff.
- Develops print and electronic collections in assigned liaison areas by consulting review media, communicating with departmental faculty, and recommending titles for purchase.
- Keeps abreast of profession through professional reading, membership in professional associations, attendance at meetings, visits to other libraries, and consultations with librarians at other institutions.
- Serves as liaison to assigned divisions, embeds Canvas courses, maintains research guides in those divisions, and regularly communicates with departmental faculty regarding Library programs, resources, and services.
- Attends faculty meetings, LRC meetings, and serves on committees as assigned.
- Develops print and electronic collections.
- Conducts library instruction sessions upon faculty request to teach students effective research skills.
- Creates style guides for the MLA and APA citation formats
- Performs other duties as assigned

Minimum Requirements to Perform Work

- Master's Degree in Library Science from ALA-accredited program.
- Minimum one year of academic, public, or school library experience.
- Experience with an integrated library system (ILS) and knowledge of cataloging standards such as RDA, MARC, LCC, and LCSH.
- Experience with Microsoft Office Suite, online catalogs, and databases
- Ability to use technology in teaching and to ascertain information needs and teach on a one-one-basis or in groups.
- Must be available to work one evening per week and occasionally Saturdays.
- Must be positive, cooperative, and supportive.

Preferred

- Experience at a Community College
- Experience with Polaris ILS and cataloging library materials
- Experience with Springshare LibGuides and LibWizard

SALARY INFORMATION: This full-time position will be placed on the 12-month College faculty salary scale. Salary range listed is for Assistant Professor level. Actual salary and faculty rank placement is based on qualifications and experience. Position includes an excellent fringe benefits package.

PHYSICAL DEMANDS: This work is normally sedentary work which requires exerting up to 10 pounds of force occasionally and or negligible amount of force to lift, carry, push carts, pull books, or otherwise move objects. Additionally, the following physical abilities are required:

- Hear/talk/communicate – Must be able to exchange information and communicate
- Visual Acuity/ability to perceive or detect surroundings
- Mental acuity – Able to focus, concentrate, understand, and convey subject matter
- Repetitive motion (i.e., keyboarding)
- Stand/sit/walk/able to move or traverse from one area to another

WORK ENVIRONMENT: College campus, direct contact with diverse students, staff, faculty and the general public in College Library, classrooms, common and shared areas, offices, and campus environments. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office, meeting, and training rooms. Use of safe workplace practices with office equipment; computers for data entry and word processing with some highly technical applications and new technology systems; avoidance of trips and falls; observance of fire and building safety regulations; observance of all College policies; and observance of traffic laws when/if driving College vehicles.

TO QUALIFY FOR EMPLOYMENT, SELECTED CANDIDATES MUST:

- successfully complete a criminal background check (for designated positions)
- be able to work on campus as of the first day of employment
- be a resident of DE, MD, PA, VA, WV or DC as of the first day of employment
- be currently authorized to work in the US, as the College does not offer Visa sponsorships

Posted in **Job Vacancies** | Tagged **Academic Library**, **Government Library**, **Law Library**, **Maryland**, **Public Library**, **Public Services**, **Technical Services**

Three Positions: Washington, D.C.

Posted on **March 25, 2025** by **LLAM News**

Position: Knowledge Services Manager, Practice Support
Location: Kutak Rock LLP
Posted: LLSDC
Salary: $100,000-115,000

Kutak Rock seeks a purposeful Knowledge Services Manager, Practice Support to lead the development, implementation, and optimization of knowledge resources and systems across the firm. This individual will play a pivotal role in ensuring our attorneys, paralegals, and staff have access to the tools and information they need to deliver exceptional client service. The ideal candidate will bring a strategic mindset, technological expertise, and a passion for fostering a culture of knowledge sharing. This position reports to the Director of Knowledge Services. This full-time, hybrid position is available to candidates in one of the following firm offices: Atlanta, GA; Little Rock, AR; Omaha, NE; Scottsdale, AZ; or Washington, D.C.

Work Arrangement: Hybrid 3:2

RESPONSIBILITIES

- *Knowledge Strategy Development*
  - In conjunction with the Director of Knowledge Services, and firm leadership design and execute a firm-wide Knowledge Management (KM) strategy aligned with practice group needs and client service goals
  - Identify opportunities to enhance knowledge workflows, systems, and resources
- *Knowledge Capture and Organization*
  - Identify and collect relevant legal precedents, forms, checklists, and other practice-specific documents from attorneys
  - Develop and maintain a comprehensive knowledge base within the firm's document management system
  - Implement tagging and metadata systems to facilitate efficient search and retrieval of information
  - Ensure all knowledge content is accurate, accessible, and aligned with legal industry best practices
- *Technology Management*
  - Collaborate with IT to integrate KM tools with other firm systems and ensure seamless workflows
  - Evaluate and recommend new legal technology tools to enhance knowledge management capabilities, streamline knowledge processes, and increase efficiency
- *Collaboration and Engagement*
  - Engage with attorneys at all levels to encourage active participation in knowledge capture and sharing
  - Partner with practice groups, business development, and other departments to identify and address knowledge needs
- *User Adoption and Training*
  - Develop and deliver training programs to drive the adoption of KM tools and processes across the firm
  - Provide ongoing support and resources to ensure users can maximize the value of KM Initiatives
- *Metrics and Reporting*
  - Track usage and engagement with KM tools and resources
  - Evaluate the ROI of KM initiatives and recommend enhancements based on data-driven analysis

QUALIFICATIONS:

- **Skills and Abilities**
  - Strong understanding of knowledge management principles and their application in the legal industry
  - Familiarity with KM platforms and tools, such as NetDocuments and Litera
  - Excellent project management skills with the ability to lead cross-functional teams
  - Exceptional communication and people skills, with a focus on stakeholder engagement
  - Analytical thinker with an initiative-taking approach to identifying and solving challenges
  - Ability to analyze data and use metrics to inform decision-making and demonstrate impact
- **Education and Experience**
  - Bachelor's degree required; master's degree in library and/or information studies or Juris Doctorate preferred
  - Minimum of 5 years of experience in knowledge management in a law firm or professional services environment
  - Proven record of implementing KM systems and driving user adoption and familiarity with legal processes and law firm operations is a strong plus

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Position: Senior Digital Collections Specialist
Location: Library of Congress
Posted: USA Jobs
Salary: $120,579 – $156,755

This position is located in the Digital Collections Management and Services Directorate, Digital Services Directorate, Discovery and Preservation Services. The position description number for this position is 349876. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. The incumbent of this position will work a flextime work schedule. This is a non-supervisory, bargaining unit position.

The Digital Collections Workflow Section (DCW) within the Digital Collections Management and Services Division (DCMS) is seeking a Senior Digital Collections Specialist to serve on a multidisciplinary project team to create cutting edge and creative digital experiences in collaboration with local communities across the country. These transformative digital experiences will combine emerging technologies, digital library materials, and themes relevant to local communities. This position will work closely with Library staff and partner communities to help develop and implement innovative digital interactive experiences that will be hosted in physical locations around the country.

Position Duties:

- Coordinates, determines, and manages projects for digital collections. Works with internal and external partners to collaboratively develop a digital project or program. Serves as a technical expert in the planning, management, and execution of digital collections workflow/lifecycle management projects. Acts as an expert on special projects, and advises management on issues. Plans, tests, and executes projects that involve acquiring, describing, storing, and providing access to digital content for which the section has curatorial responsibility. Serves as a project leader for content transfers and processing from varied acquisitions sources including, but not limited to, content on tangible media, web archived content, and digital collections datasets. Plans for new digital acquisition streams, and is responsible for their implementation using new or existing workflows. Identifies opportunities for improving the performance of existing streams and workflows, and implements new automated and manual tools and processes as appropriate. Ensures that assigned projects are completed on time and achieve the desired objectives.
- Within the broad framework of program strategies and goals, identifies or contributes to the development of innovative tools and processes for the management and preservation of digital collections. Serves as a senior technical expert, trouble-shooter, and consultant for digital content management work carried out by the section. Develops workflows for new content streams. Works with division staff to define, develop, implement and monitor plans for the lifecycle management of digital content that is the responsibility of the section. Works with division staff and content providers to define and test efficient data movement procedures, establish effective and robust operational processes, and coordinate among stakeholders. Work is carried out in an environment of continual change, where digital content types and content sources are rapidly expanding, and the Library's technical environment, as well as supporting tools and services, are in a state of flux.
- Communicates orally and in writing to both technical and non-technical colleagues concerning digital collections lifecycle management, and contributes to shared information resources. Works collaboratively inside and outside the project team and program area to facilitate and encourage the development and implementation of institution-wide and national best practices and standards for digital content management. Builds relationships, gathers input, and responds to engagement from a range of user communities, colleagues, vendors, and peers.
- Serves as an expert advisor on digital content management practices. Establishes and maintains effective working relationships with staff at multiple levels throughout the service unit and across the Library, as well as with those in the larger digital content management community. Coordinates digital workflow activities with specialists in curatorial units throughout Library Collections and Services Group, the Law Library, and the Office of Chief Information Officer. Provides advice and training to more junior members of the section, and to staff in stakeholder and curatorial units.
- Using knowledge of digital libraries and technical solutions, provides expert analysis and advice and develops solutions to solve issues and problems associated with digital lifecycle management: Identifies and applies new analytical techniques to address situations that are unique or not previously encountered. Researches new trends and developments in library and information technologies, particularly as they apply to digital content preservation and lifecycle management. Based on digital library trends, operations, and changing program requirements, identifies relevant issues to management. Collects, analyzes, and evaluates input from stakeholders and makes authoritative recommendations to management. Provides expert guidance in the resolution of complex problems or issues impacting digital lifecycle programs. Analyzes and participates in the development of appropriate guidelines, standards, and mechanisms for digital content management.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Knowledge of library digital content management principles and practices.**
- Ability to perform project development and management duties.**
- Ability to provide consultation or liaison duties.**
- Ability to research and analyze technical issues.
- Ability to communicate effectively in writing.
- Ability to present information other than in writing.

Position: Librarian (Acquisition)
Location: Library of Congress
Posted: USA Jobs
Salary: $69,923 – $90,898 per year

The position is in the Geography And Map Division, Special Collections Directorate, Researcher And Collections Services. Position description number 462798. The Salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. This position will work a flextime work schedule. This is a non-supervisory, bargaining unit position. Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Position Duties:

- Acquires a variety of materials in all cartographic formats across multiple formats, and/or languages and geographic regions. Assures that purchase recommendations are represented by correct bibliographic identification. Assures that materials ordered or received are new to the collections. Determines availability of funds and refers problems to Chief and senior staff. Recommends appropriate sources and methods of acquisition of recommended items to the Chief. As directed, contacts dealers, subscription agents, vendors, overseas offices, domestic and foreign government agencies, exchange partners, and/or donors, to obtain basic information. Performs research in on-site reference sources, online databases and websites, and the collections of the Library.
- Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in review of incoming materials and digital file deliveries to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.
- Maintains personal contacts and cooperative work relationships to support the collection development and acquisitions process. Consults senior specialists and supervisors concerning all questions arising from the workflow. As directed, consults recommending officers concerning collection needs and interpretation of collection development policy. As directed, works with vendors to solve routine acquisitions problems. Offers suggestions to senior staff/supervisors and Chief on operational and technical problems. Provides support for exhibits and events that feature new and recently acquired acquisitions. Assists others inside and outside the Library with routine problems concerning acquisition of materials.
- Provides routine reference services from client interviews in various forms, utilizing the library's collections and /or databases using standard search procedures. Responds in written or non-written form to inquiries. Performs extensive reference searches for materials that cannot be located. Seeks assistance for locating materials that are not readily accessible to patrons, with the specialized collections of the Geography and Map Division.
- As assigned, assists in one-on-one training of library technicians, temporary staff or interns in the proper methods of searching, initial bibliographic control, and acquisition procedures. Assists in the implementation of prepared training courses and materials.
- Performs other duties as assigned.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to identify, coordinate, and recommend items for acquisition for a major library.**
- Ability to Develop Library Collections.**
- Ability to provide consultation or liaison services.**
- Ability to provide reference services.
- Ability to train, mentor, and support librarians.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Posted in **Job Vacancies** | Tagged **Government Library**, **Law Library**, **Technical Services**, **Washington DC**

Three Positions: Maryland

Posted on **March 7, 2025** by **LLAM News**

Position: Teaching and Learning Librarian (Open Rank – Faculty)
Location: University of Maryland Libraries, College Park
Posted: ALA
Salary: $70,000-80,000

Reporting to the Head of Teaching and Learning Services, the Teaching and Learning Librarian provides leadership in information literacy instruction for the Academic Writing Program (ENGL101), a cornerstone of the Libraries' instructional efforts. This position focuses on developing innovative, active learning experiences and collaborative teaching strategies

that empower students to engage deeply with research and critical thinking. The librarian designs and implements sustainable learning objects, participates in information literacy initiatives, and partners with campus units to promote student success. The position also contributes to reference services, develops online learning materials that support inclusive, engaged learning environments across the Libraries, and provides mentorship to Master in Library and Information Sciences (MLIS) students through the UMD Libraries' Research and Teaching Fellowship.

Physical Demands:

- Dexterity and endurance to work at a computer.
- Physical and mental endurance to teach multiple information literacy instruction sessions. Retrieve and handle instruction materials and operate presentation equipment to ensure that sessions run effectively.

Preferences:

- Familiarity with student-centered and engaged pedagogy in a higher education context.
- Basic knowledge of tools for creating accessible e-learning objects and experience using course management systems like Canvas or Blackboard.
- Interest in mentoring or supporting peers, new professionals, or MLIS students.
- Advanced degree in Education or other related subject area
- One year of experience in an academic library setting, particularly in teaching information literacy or related public services.
- Experience or familiarity with assessment practices, including developing and implementing learning outcomes and evaluating instructional effectiveness.
- Experience working with faculty or academic units to integrate library instruction into the curriculum, as demonstrated by internships or coursework.

Minimum Qualifications:

- **Education:** Master's degree in Library and/or Information Science from an ALA-accredited institution or a non-USA equivalent or a graduate degree relevant to the position's duties.
- **Experience:**
  - Experience or demonstrated potential in information literacy instruction, with a focus on student-centered and active learning approaches.
  - Experience or demonstrated potential in creating learning objects (e.g., tutorials, videos, or research guides) to support teaching and learning.
  - Experience providing reference services or demonstrated aptitude for public services in an academic or related setting.
  - Ability to collaborate with diverse audiences, including students, faculty, and staff, as demonstrated through coursework, internships, or professional activities.

Knowledge, Skills, and Abilities:

- Familiarity with trends in higher education, including the ACRL Framework for Information Literacy for Higher Education.
- Knowledge of online learning techniques, with the ability to create tutorials, instructional videos, or other learning objects to support student engagement.
- Familiarity with concepts of instructional design, engaged pedagogy, and student-centered teaching practices, with a demonstrated willingness to apply these concepts in teaching or projects.
- Strong verbal and written communication skills, with the ability to engage effectively with students, faculty, and colleagues from diverse backgrounds.
- Commitment to reflective practice and professional development, as demonstrated by participation in professional development, service activities, or coursework.
- Demonstrated commitment to diversity, equity, inclusion, and accessibility, with examples from coursework, projects, or volunteer work.

Faculty Requirements: This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. For additional information on faculty status at the University of Maryland Libraries, consult: http://www.president.umd.edu/policies/2014-ii-100b.html .

Best Consideration Date: March 18, 2025

Position: Youth & Family Engagement Librarian
Location: Baltimore County Public Library
Posted: MLA
Salary: $49,999

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 10 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL in this position.

Schedule: This is a full time position working 40 hours a week. All library staff may be required to work evenings, Saturdays and Sundays throughout the year as part of the normal work schedule.

Job Summary: Under the direction of the Youth and Family Engagement Mobile Administrator, assists youth, families and caregivers with their diverse library needs. Provides information, materials advisory, and technology assistance and performs various collection and circulation duties. The majority of work takes place on outreach vehicles. Demonstrates a commitment to expanding quality services for youth and families in Baltimore County, strong leadership skills and good judgement. Leads programs and outreach events. Regularly serves as Librarian in Charge.

Essential Functions: Functions listed are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- **Public Service and Outreach**
  - Guides youth, family and caregivers in selecting appropriate materials for reading/viewing/listening.
  - Plans and presents programs and outreach events based on operational needs of the department from individual to group instruction covering all age groups, both in-person and virtually.
  - Assists customers at their point of need to find answers to a broad range of questions ,using appropriate resources and making relevant referrals.
  - Assists customers with navigating website and searching databases.
  - Assists customers with using library computers, including navigating online resources and using desktop software.
  - Builds and maintains relationships with diverse community partners, government agencies and other youth-serving organizations that share a common mission.
  - Drives outreach vehicles.
- **Technology**
  - Uses technology to serve customers and to streamline workflow; provides technology-related instruction.
  - Creates/manages library customer accounts, including accepting, managing and negotiating payments (cash and electronic).
- **Collection**
  - Performs collection maintenance duties on the outreach vehicles and keeps the collection orderly including shelving, merchandising, and shelf-reading.
  - Processes all material types and devices.
  - Merchandises and maintains the library's shared collection.
  - Uses the library's website or catalog to search, locate and reserve an item in the library's catalog or from other library systems and performs basic materials advisory.
- **Other**
  - Serves as the librarian-in-charge; includes de-escalation, handling customer issues, responding to vehicle problems, addressing and documenting security incidents, and providing follow-up to department management, as needed.
  - Prepares daily schedules under the direction of the Department Manager or Mobile Engagement Administrator, as needed.
  - Must be able to meet scheduling requirements by arriving to work on time and staying until the end of one's shift.
  - Must be able to work evenings and weekends and be flexible with one's work schedule to meet daily operational requirements.

- Must have access to transportation, as needed, to fulfill the responsibilities of the position (including meetings, events and activities at branch locations or offsite).
- Other duties as assigned.

Bargaining Unit Status: Eligible

Job Requirements:

- **Minimum Requirements**
  - Bachelor's degree from an accredited college.
  - Successful completion of the Library Associates Training Institute (LATI) within two (2) years of date of hire, -or- 90 hours towards MLS from and ALA accredited school within two (2) years of date of hire with completion of MLS within three (3) years.
  - Minimum of two (2) years of experience of customer service.
  - Must be able to use various software and other technology to perform essential duties and assist customers.
  - Valid driver's license in good standing.
- **Physical Requirements**
  - Must be able to lift up to 25lbs. and push/pull a wheeled cart weighing up to 100 lbs.
  - Must be able to bend, kneel, crouch and stretch for extended periods of time.
  - Must be able to stand and/or walk for extended periods of time and mover throughout the mobile unit.
  - Must be able to read small print.

For best consideration: Apply by March 17, 2025.

Position: Reference & Instruction Librarian
Location: Prince George's Community College
Posted: LinkedIn
No salary provided

The Reference and Instruction Librarian provides information literacy instruction, reference help, tutoring, and technology assistance to students, faculty, staff, and community members. The position supports the systems of the Library and Learning Centers. The Reference and Instruction Librarian has the ability to use varying styles and approaches that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace, and is part of a team working together to enhance students' academic success, persistence, and completion.

EDUCATION AND EXPERIENCE

- Master's degree from an ALA-accredited library program or a Master's degree with 18 graduate semester hours in library/information science from an ALA-accredited program.
- 1 year of Library experience required. Academic library experience preferred.

ESSENTIAL DUTIES

- Interact and help patrons (students, faculty, staff, and guests) in identifying, locating, and accessing information on-campus and online via LibAnswers and Zoom
- Develop, teach, and assess information literacy in various environments at various college locations including one-time visits to classes and in-person or online presentations
- Support the discovery, promotion, and management of the library collection
- Carry out special projects promoting the Learning Commons and its resources
- Collaborate with classroom faculty to plan library instruction sessions
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Mastery of course content
- Ability to provide service to diverse populations using a student-centered approach
- Ability to communicate effectively with students, faculty and staff
- Ability to plan, deliver and assess effective instruction

- Ability to teach in face to face, remote and online modalities, as needed
- Ability to effectively use instructional technology (Internet, instructional software, learning management system, videoconferencing, etc.).
- Critical thinking, organization, and conflict management skills
- Research skills (where appropriate)
- Time management, planning and organizational skills
- Ability to work as part of a team
- Problem-solving and analytical ability
- Ability to teach in non-traditional formats (online, remote, hybrid) and settings (off-campus, weekends, evenings and accelerated).
- Ability to teach core introductory courses and general education courses

PHYSICAL REQUIREMENTS: Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions maybe required. Occasionally the ability to physically move and lift materials 5-25 pounds maybe required.

OTHER REQUIREMENTS

- Ability to communicate effectively in spoken and written standard English.
- As required by the 1986 Immigration Act, be prepared to present acceptable documentation showing your identity and that you are a U.S. citizen or an alien who is authorized to work.
- A background investigation will be conducted prior to the offer of employment. A signed authorization for the release of personal information will be required if selected for an interview.

Posted in **Job Vacancies** | Tagged **Academic Library**, **Maryland**, **Public Library**, **Public Services**

Six Positions: Washington, D.C.

Posted on **March 7, 2025** by **LLAM News**

Position: Research Librarian
Location: Faegre Drinker
Posted: LinkedIn
Salary: $85,000-100,000

Faegre Drinker has an opportunity for a Research Librarian/Research Analyst to work with our Research and Information Services team in our Philadelphia, Minneapolis, Chicago, Denver, Indianapolis, Princeton or Washington, D.C. office. You will be part of a dynamic team dedicated to conducting quick reference and on-demand research in support of attorneys and staff. This position will work with other talented individuals who share a passion for doing great work in the best interest of our firm.

What you would do:

- Independently, creatively, and accurately conduct efficient, cost-effective legal and non-legal research
- Provide research to the Competitive Intelligence Department, Business Development & Marketing Department, practice groups, industry teams, recruiting department, and to strategic committees of the firm, in alignment with the firm's strategic plan, and the practice group and industry teams' business plans
- Work to understand the information needs of attorneys, paralegals and other
- Assist attorneys in framing and solving their information needs
- Provide research and analysis of potential vendors, vendor products and electronic research sources to operations departments as requested
- Special projects and duties, as assigned

What is expected:

- Ability to problem-solve
- Excellent interpersonal, verbal and written communication skills are a requirement for this position (e.g., via phone, web/videoconference)
- Ability to concentrate on tasks, make decisions and work calmly and effectively in a high-pressure, deadline-orientated environment
- Demonstrated ability to use good judgment in taking initiative while asking for direction or clarification and consulting others, as appropriate
- Willingness to be flexible with time and adjust to a changing work environment
- Ability to build and maintain positive relationships, both internally and externally, while maintaining a client service orientation in a collaborative environment
- Ability to use sound judgment and discretion in dealing with highly confidential information
- Demonstrated ability to work independently, organize and accurately prioritize work, be detail-oriented, understand when urgency is required and use good judgment in varied situations

What we offer:

- Flexible working environment for work-life success
- Opportunity to participate in firm-sponsored volunteer events
- Wellness programming with personalized content and activities
  Professional environment and the opportunity to work with experts at the top of their fields
- Variety of health plan options, as well as dental, vision and 401(k) plans
- Generous paid time off

What is required:

- Master's Degree in Library & Information Science from an ALA-accredited library school or Juris Doctor degree from ABA-accredited law school
- Minimum of three years professional library experience in a law firm, corporate or professional services environment
- Business/Competitive Intelligence research experience
- Knowledge of legal and business information, research creation and distribution processes
- Knowledge of government, legal, and business sources of information and terminology
- Proficiency in using legal and non-legal research services such as Westlaw and Lexis; ability to learn numerous secondary online services such as Bloomberg Law, VitalLaw, Intelligize and HeinOnline, as well as various litigation and business development tools and litigation analytics platforms
- Willingness to learn and adopt firm supported artificial intelligence tools
- Creative deployment of multiple research strategies and services in completing assignments
- Proficiency with the Microsoft Office Suite (Outlook, Word, Excel, etc.)

Apply now if you are ready to join the Faegre Drinker team! Application Deadline: Friday, March 28, 2025

Position: Data Services Librarian
Location: George Washington University
Salary: $58,566-130,000 (dependent on rank)

The George Washington University Libraries and Academic Innovation (GWLAI) is seeking a collaborative and service-oriented **Data Services Librarian** to join the Research and User Services (RUS) department. RUS is a highly collaborative unit where librarians work together to meet student, faculty, and researcher needs across disciplines. The Data Services Librarian will provide research support, instruction, and collection development services focused on data-related fields. The ideal candidate will have expertise or a strong interest in emerging trends in technology, data literacy, and analytical tools used in research. This position will play a vital role in helping students and faculty navigate cross-disciplinary datasets, data visualization tools, and statistical software. GWLAI staff and librarians are champions of open access and support open scholarly communication and publishing practices, including the adoption and creation of open educational resources. We also contribute to the scholarly community through our own research, professional engagement, and service.

Duties & Responsibilities:

- Collaborate with campus units including the Office of the Vice Provost for Research (OVPR), GW Information Technology (GWIT), Himmelfarb Health Sciences Library and more in order to support research data management at

GW; help researchers address relevant management issues related to the research data lifecycle, including advising on: the creation of data management plans, the development of preservation and storage plans for research data, selecting and using data repositories for archiving and sharing, and on meeting funding requirements for data integrity and access.
- Develop and provide services to support researchers in the discovery, access, analysis, management, preservation, and publication of data; help meet the needs of data-intensive research and teaching in a wide range of disciplines in the social sciences, humanities, and sciences; help GWLAI meet curricular needs by increasing the visibility of available data-related resources and services.
- Help to create and cultivate an institutional culture that values openness across the university by understanding and communicating about issues related to scientific research and scholarly publishing, including workflows, transparency, and reproducibility.
- Deepen our data-related workshop offerings while contributing to a robust curriculum that currently includes topics such as programming in a number of languages and packages; working with data markup and encoding; using APIs and other techniques to retrieve data from online data sources and websites; and data cleaning and manipulation.
- Provide leadership among GWLAI staff to ensure that colleagues are aware of current research about data trends and activities, including available research tools and resources.
- Sustain and expand intellectual partnerships with faculty and students across the university.
- Conduct library instruction for undergraduate and graduate level courses across a range of academic disciplines, including partnering with GW's first-year University Writing Program .
- Support open data, open educational resources (OERs), and scholarly communication initiatives.
- Help GWLAI grow its support of computational literacy and thinking and contribute to a portfolio of research and data consultations.
- Participate in collaborative collection development, building relationships and supporting faculty and departments through active engagement.
- Demonstrate a desire and ability to learn new skills as well as the potential to work with researchers, librarians, and campus partners to support increased visibility into GW scholarship.
- Contribute to the broader professional community by sharing knowledge in scholarly/professional venues and through service to the University and the profession.

Minimum Qualifications:

- ALA-accredited Master's degree in library or information science or other advanced degree with relevant experience by date of appointment
- Demonstrated ability to support faculty and student researchers in data management and/or data analysis
- Familiarity with software for statistical, geospatial, qualitative, and/or text analysis, such as SPSS, Stata, SAS, R, Python, ArcGIS, Atlas.ti, NVivo, GIS, or data visualization tools
- Demonstrated collaboration skills, with a commitment to supporting an inclusive research community
- Strong initiative and results-driven approach in previous roles
- Demonstrated excellent oral and written communication skills
- Knowledge of current and emerging trends, issues, and challenges facing researchers

Salary: Librarian 1: $58,566 – $65,000; Librarian 2: $61,156 – $78,000; Librarian 3: $65,156 – $81,000; Librarian 4: $71,656 – $130,000

Position: Research Services Librarian for Business and Data
Location: George Washington University
Posted: ALA
Salary: $58,566-130,000 (dependent on rank)

The George Washington University Libraries and Academic Innovation (GWLAI) seeks a collaborative and service-oriented **Research Services Librarian for Business and Data** to join the Research and User Services (RUS) department. RUS is a highly collaborative unit where librarians work together to meet student, faculty, and researcher needs across disciplines. The Research Services Librarian for Business and Data will provide research support, instruction, and collection development services focused on–but not exclusively–business, economics, finance, and data-related fields. The ideal candidate will have expertise or a strong interest in business intelligence, financial research, data literacy, and analytical tools used in business and economics research. This position will play a vital role in helping students and faculty navigate business and economics datasets, data visualization tools, and statistical software. LAI staff and librarians are champions of open access and support open scholarly communication and publishing practices, including the adoption and creation of open educational resources. We also contribute to the scholarly community through our own research, professional engagement, and service.

Duties & Responsibilities

- Support the needs of researchers in business, economics, and finance departments, and related disciplines providing research assistance and instruction.
- Develop and deliver instruction sessions and workshops on topics such as business intelligence, market research, financial data analysis, and economics data sources.
- Provide consultations on data discovery, management, analysis, and visualization for business and economics research.
- Assist students, staff, and faculty in finding, analyzing, and managing business and financial data, including databases such as Bloomberg, WRDS, S&P Capital IQ, and IBISWorld.
- Support qualitative and quantitative research through statistical and data analysis tools such as R, Python, Stata, SPSS, and Tableau.
- Collaborate on collection development efforts to ensure resources meet the needs of business and economics researchers.
- Support open data, open educational resources (OERs), and scholarly communication initiatives in business and economics research.
- Conduct library instruction for undergraduate and graduate level courses in partnership with faculty, including partnering with GW's first-year University Writing Program.
- Support workshops and other programming to engage faculty, students, and other researchers in advancing data literacy and coding skills.
- Participate in collaborative collection development, building relationships and supporting faculty and departments through active engagement.
- Contribute to strategic services or teams in GWLAI. Current areas of focus include supporting scholarly communications, increasing college affordability through the adoption of Open Educational Resources (OERs), and data and computational fluency.
- Contribute to the broader professional community by sharing knowledge in scholarly/professional venues and through service to the University and the profession

Minimum Qualifications:

- ALA-accredited Master's degree in library or information science OR an advanced degree in business, economics, data science, or a related field with relevant experience by date of appointment
- Demonstrated ability to support researchers in business, finance, economics and data analysis
- Knowledge of or experience with specialized business and financial data resources (e.g. Datastream, Compustat, and WRDS)
- Demonstrated collaboration skills, with a commitment to supporting an inclusive research community
- Strong initiative and results-driven approach in previous roles
- Demonstrated excellent oral and written communication skills
- Knowledge of current trends, issues, and challenges facing researchers

Preferred Qualifications:

- Experience or coursework in data analysis, visualization, or business intelligence tools (e.g., Tableau, Power BI, R, Python, Stata, SPSS)
- Familiarity with economic and financial modeling, forecasting, or data management best practices
- Knowledge of scholarly publishing trends and current res earch data management practices

Salary: Librarian 1: $58,566 – $65,000; Librarian 2: $61,156 – $78,000; Librarian 3: $65,156 – $81,000; Librarian 4: $71,656 – $130,000

Position: Collections Strategist
Location: George Washington University
Posted: ALA
Salary: $58,566-130,000 (dependent on rank)

The George Washington University Libraries and Academic Innovation (GWLAI) is seeking a collaborative and service-oriented **Collections Strategist** to join the Research and User Services (RUS) department. RUS is a highly collaborative unit where librarians work together to meet student, faculty, and researcher needs across disciplines. Critical to this work is the development, management, assessment, and discovery of our research collections. As an active member of RUS, the Collections Strategist will lead our team-based collection development and maintenance efforts that are responsive to user

need; steward university resources to acquire collections that provide this highest possible value to the GW community; and make data-driven decisions that align collections strategy and investments with ever-evolving research, teaching, and scholarly communications needs and aspirations. LAI staff and librarians are champions of open access and support open scholarly communication and publishing practices, including the adoption and creation of open educational resources. We also contribute to the scholarly community through our own research, professional engagement, and service.

Specific Duties and Responsibilities:

- **Develop and Assess Collections**
  - Lead a collaborative and strategic process for prioritizing and acquiring resources across disciplinary areas to support scholarship and creative work in an R1 university setting.
  - Collaborate across institutions, including the GWU Health Sciences and Law Libraries, and our partner institutions within the Washington Research Library Consortium (WRLC), to develop shared collections and to explore issues, challenges, and opportunities to advance cooperative collection development.
  - Collaborate with colleagues in Finance, Electronic Resources, Research and User Services, and other stakeholders in articulating negotiation priorities for the Libraries and negotiating license terms with vendors.
  - Coordinate cross-departmental engagement and communication with vendors.
  - Engage with Finance Director and other stakeholders in planning and monitoring collections spending, including regular budget updates with respect to fiscal-year targets.
  - Pilot and assess new collection development approaches using knowledge of the scholarly publishing landscape and emerging trends in publisher agreements.
  - Work with colleagues in Acquisitions and Financial Operations to maintain an efficient workflow for orders and subscription renewals in accordance with spending priorities.
  - Take the lead in proposing collections workflow modifications to continuously improve internal communication and strengthen processes.
  - Develop and lead collection assessment efforts to ensure alignment with research, teaching, and learning priorities at GW, leveraging user-driven access models such as demand-driven and evidence-based acquisitions.
  - Produce analyses, data visualizations, and reports to inform collection development.
  - Use computational assessment techniques and data analytics tools (e.g. Tableau or similar software) to support collection development activities and lead, develop, and complete projects.
- **Collaborate in support of Research**
  - Support open data, open educational resources (OERs), and scholarly communication initiatives.
  - Conduct library instruction for undergraduate and graduate level courses in partnership with faculty, including partnering with GW's first-year University Writing Program.
  - Support students, staff, and faculty via research consultations, library instruction, and workshops across disciplines.
  - Contribute to strategic services or teams in GWLAI. Current areas of focus include supporting scholarly communications, increasing college affordability through the adoption of Open Educational Resources (OERs), and data and computational fluency.
  - Contribute to the broader professional community by sharing knowledge in scholarly/professional venues and through service to the University and the profession

Minimum Qualifications:

- ALA-accredited Master's degree in library or information science or other advanced degree with relevant experience by date of appointment
- Experience with collection development and assessment in an academic or research library setting
- Demonstrated experience or interest in data analysis using tools like Excel, Tableau, or other data visualization software
- Demonstrated collaboration skills, with a commitment to supporting an inclusive research community
- Strong initiative and results-driven approach in previous roles
- Demonstrated excellent oral and written communication skills
- Knowledge of current and emerging trends, issues, and challenges facing researchers

Preferred Qualifications:

- Knowledge of scholarly publishing trends, library licensing models, and electronic resource management
- Strong experience in data analysis using tools like Excel, Tableau, or other data visualization software
- Experience negotiating license agreements and managing vendor relationships
- Familiarity with budget management and financial planning for collections
- Experience with bibliometrics, citation analysis, or other research impact assessments

- Knowledge of open access, OER, and scholarly communication trends

Salary: Librarian 1: $58,566 – $65,000; Librarian 2: $61,156 – $78,000; Librarian 3: $65,156 – $81,000; Librarian 4: $71,656 – $130,000

Position: Librarian
Location: Library of Congress (Germanic And Slavic Division, Acquisitions & Bibliographic Access Directorate, Discovery And Preservation Services)
Posted: USA Jobs
Salary: $69,923-90,898

This position is located in the Germanic And Slavic Division, Acquisitions & Bibliographic Access Directorate, Discovery And Preservation Services. The position description number for this position is 457104. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. The incumbent of this position will work a flextime work schedule. This is a non-supervisory, bargaining unit position.

Duties:

- Communicates professional and bibliographical information in at least one language used in the Germanic and Slavic Division. These languages include German, Greek, Hungarian, Finnish, Greenlandic, Icelandic or any Scandinavian, Baltic or Slavic language. to perform the following duties in areas of Cataloging Services, Acquisitions Services, Analyzes and Organizes Information and Materials, Library Collections Development, Consultation and Liaison Services, and Librarian Training and Mentoring.
- Catalogs a variety of materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine, and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.
- Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the order process. Consults acquisitions reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisitions reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.
- Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for preferred access points and the need for additional access points. Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.
- Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accordance with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collection development policies.
- Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Consults with the supervisor and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to the supervisor on operational and technical problems. Collaborates with the supervisor and other staff in planning and implementing team activities including workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to communicate in English and at least one additional language used in the Germanic and Slavic Division.**
- Ability to acquire library materials and/or create metadata for them.**
- Knowledge of library metadata rules, practices, and procedures.**
- Ability to use library software applications, integrated library platforms, and other information technology.**
- Ability to develop and maintain relationships and provide consultation and liaison services.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: Rare Book Reference Librarian
Location: Library of Congress (Special Collections Directorate, Researcher and Collections Services)
Posted: USA Jobs
Salary: $69,923-90,898

This position is located in the Special Collections Directorate, Researcher and Collections Services. The incumbent will work a Fixed work schedule from Monday to Friday, 8:30am-5:00pm.The position description number for this position is 463012. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. This is a non-supervisory, bargaining unit position. Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Duties:

- Provides reference services to individual researchers and groups where needs are relatively easy to determine from client interviews in person or over the telephone, or from written requests, and the bibliographic source materials are of limited technical complexity and are readily accessible, i.e., found within the Library's collection or can be located within a database by use of standard search procedures. Responds orally or in writing to inquiries related to assigned field of responsibility.
- Provides in-person, telephone, and on-line reference service in the Rare Book Reading Room. Searches standard databases where the information is relatively stable, such as WorldCat and ISTC for bibliographic citations of a general nature. Clarifies vague requests for materials through the use of proper bibliographic tools. Verifies correct bibliographic citation for requested items. Seeks assistance for locating materials that are not readily accessible. Develops knowledge of resources in other agencies or institutions in order to provide informed referrals. Assists patrons with specialized collections, using knowledge of these collections, subject matter, and the patrons who require them.
- Uses standard methods, techniques, concepts, and principles to perform assignments, which may involve materials in multiple languages.
- Assists senior reference staff in determining the quality and usefulness of collection materials. Assists in developing strategies for the organization, storage, preservation, and service of materials.
- Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications. Brings deteriorating items and those with special needs to the attention of division management. Orients users and explains procedures and regulations governing use and handling of materials in the collection.
- Provides reference and research services of limited technical complexity.
- Examines publications, electronic resources, and trends in topics related to a specialized field. Develops knowledge of collections for use in performing research tasks. Assists in preparing research guides and finding aids on specific topics of recognized client interest using standard search strategies and describing research methodologies. Assists senior librarians in revising or updating research materials, and collection development activities including searches, and completing claim and order forms.
- Coordinates the acquisition of items that are of limited technical complexity, or easily acquired. Reviews a variety of brochures, catalogs, journals, and other sources of items for possible acquisition in order to develop collections in areas of subject specialization. Consults acquisition policies to determine whether items are appropriate for purchase, copyright claim, exchange, gift, or other type of acquisition. Examines recommendations to identify processing and custodial requirements and to identify out of scope materials.
- Performs other duties as assigned.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position

without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Knowledge of the principles, concepts, and techniques of rare book and special collections librarianship.**
- Ability to provide reference and research services in a rare book and special collections environment, including interpretation of collections and outreach.**
- Ability to plan, organize, and manage rare and valuable library collections.**
- Ability to communicate in writing.
- Ability to provide consultation or liaison duties.
- Ability to communicate effectively other than in writing.

Education: All librarians must meet the requirements for professional education in library science or possess equivalent experience and education.

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; **OR**
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

In addition to meeting the basic entry qualification requirements, applicants must have directly related education and/or specialized experience: **GS- 9**

- Two full years of progressively higher-level graduate education or master's in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position.
- You must submit **a legible copy of** your college/university transcripts to your **online application**. Unofficial transcripts are acceptable at the time of application. Official transcripts will be required if selected. **Failure to submit the required legible documentation at the time of application will result in disqualification of your application.**

Posted in **Job Vacancies** | Tagged **Academic Library**, **Government Library**, **Law Library**, **Public Services**, **Washington DC**

Two Positions: Maryland

Posted on **February 21, 2025** by **LLAM News**

Position: Humanities and Social Science Librarian (Open Rank)
Location: University of Maryland, College Park
Posted: ALA
Salary: $54,000-100,000

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serve more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries' extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries were honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.
The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

NATURE OF WORK: The Humanities and Social Science Librarian (HSSL) is a member of the HSSL unit and reports to the Head of HSSL. The successful candidate will serve as a Humanities and Social Sciences subject librarian with responsibilities for collections management, general reference, and subject area research consulting, library instruction and other learning engagements, outreach and engagement, and scholarly communications and research data services. A robust understanding of computational and data research methods such as those in the digital humanities, statistical data analysis and use methods, text mining, or other quantitative and qualitative methods relevant to social science and humanities fields is desirable. Exact liaison responsibilities will depend on the successful candidate's experience, qualifications, and unit needs.

Additionally, the HSSL Librarian will develop programs benefiting their academic departments and scholarly communities to expand the Libraries' research-related programs and services. Programming may focus on issues relevant to Humanities and/or Social Sciences in the following categories: information literacy, scholarly communication, digital humanities, open access, GIS, and more. Along with other subject librarians, the successful candidate is in a key position to help the University of Maryland Libraries define a role for subject librarians that will allow the Libraries to be more closely integrated into the entire educational and research process at the University of Maryland. The Humanities and Social Sciences Librarian will help envision and shape new approaches to faculty/library relationships.

The HSSL Librarian is an active member of the Research, Teaching, and Learning (RTL) department of the Research and Academic Services (RAS) division, contributing to departmental and divisional initiatives and leading specific projects in collaboration with colleagues and other units in the Libraries. The HSSL Librarian participates in developing and maintaining a departmental culture that is inclusive, equitable, diverse, customer-centered, and responsive to changes happening in academic libraries and higher education.

Minimum Qualifications:

- **Education:** Master's degree in Library and/or Information Science from an ALA-accredited institution or a non-USA equivalent; or a graduate degree relevant to the position's duties.
- **Experience:**
  - Understanding of current and emerging trends in the assigned subject areas and in academic librarianship; knowledge of electronic resources and information technologies. The exact liaison responsibilities will be dependent on the successful candidate's experience and qualifications and the unit's needs.
  - Demonstrated experience with reference, instruction and collection development in humanities and social sciences.
  - Demonstrated experience with or demonstrated aptitude for working effectively and creatively with faculty and students.
  - Subject background in assigned disciplines demonstrated through academic degrees, course work, or substantive experience.
- **Knowledge, Skills, and Abilities (KSAs):**
  - Ability to provide instruction, reference support, research support, and other forms of communication in both an online and physical environment.
  - Excellent oral and written communication skills, and ability to produce published scholarship.
  - Excellent attention to detail and organizational skills.
  - Demonstrated excellent interpersonal skills with the ability to function independently and in groups, build and maintain relationships with partners and library staff, and the ability to provide exceptional services to a diverse clientele.
  - Demonstrated commitment to fostering a just, equitable, and inclusive workplace evidenced through work experience, education, professional development, professional service, and/or scholarship. Strong commitment to the principles of Diversity, Equity, and Inclusion.

Preferences:

- **Education:** Significant coursework, bachelor's degree, or second advanced degree in related fields.
- **Experience:**
  - Subject qualifications in Social Science fields most pertinently Government and Politics, Public Policy and/or closely aligned areas.
  - Experience or aptitude for developing new teaching or research-based programs and services in the assigned disciplines with appeals to diverse audiences.
  - Demonstrated knowledge of computational or data research methods, digital humanities, or data analysis in the humanities and/or social sciences
  - Experience with designing measures and assessments to determine value, experience with a variety of assessment tools.

- Familiarity with major collections in assigned disciplines or other related fields (e.g., scholarly journals, databases, digital libraries, and other resources).
- Knowledge of data management planning and/or data curation, visualization, scholarly communications, and open access tools.
- One year of experience in an academic research library.
- Evidence of teaching/instruction experience.
- Evidence of ability to meet promotion and permanent status requirements of the University of Maryland at College Park Libraries.
- Significant coursework, bachelor's degree, or second advance degree in related fields

Physical Demands:

- Sedentary work involving remaining in place for long periods.
- Light work that includes moving objects up to 20 pounds
- Possible travel across campus

Faculty Requirements: This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self-directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult: http://www.president.umd.edu/policies/2014-ii-100b.html.

Position: Librarian II (Young Adult Programs)
Location: Enoch Pratt Library, Programs Office (Baltimore)
Posted: MLA
Salary: $57,396-69,753

The Enoch Pratt Library has an opening for a Librarian II (Young Adult Programs) to implement library programs and services for teens.

Under the direction of the Manager of Young Adult Services, the Young Adult Leadership Specialist will assist with the coordination and implementation of library programs and services for teens ages 12-18. The Librarian will stay current on trends in young-adult literature, programming, and popular culture, advise on programming and services for teens, support major and branch-level teen programs at the Central Library and neighborhood branches, and participate in the development and facilitation of staff training.

Special responsibilities include planning and running Enoch Pratt Library's service learning and leadership opportunities for teens, such as Enoch Pratt Youth Council; our teen volunteer and leadership group. This group aims to provide service learning opportunities, jobs & career skills training, and create chances for teens to gain a voice in library programming, all while exploring fun and exciting topics. Additional teen leadership programs may also be part of this position's responsibilities.

Summary of Duties: The Young Adult Leadership Specialist:

- Create program plans for the Enoch Pratt Youth Council (EPYC), based on the three pillars of the program; Service Learning Hours, Jobs & Career Skills, and Library Programming
- Run sessions of EPYC, with special attention to creating a welcoming and engaging environment
- During EPYC, create opportunities for teens to help guide future library programming
- Train branch young adult staff in implementing components of EPYC
- Implements goals and objectives for young adult services and programs, which support the library's mission and strategic plan.
- Stays current on trends in teen library services, literature, and popular culture, and explores innovative programming for this age group.

- Leads staff committees and workgroups related to programs, services, and projects that benefit and impact teens ages 12-18.
- Advises on relevant Young Adult Services Standards for age-level specialists.
- Contributes to the orientation of new young adult librarians and facilitates training and professional development sessions for staff.
- Gathers and analyzes data on young adult programming and evaluates current program offerings to encourage strong participation and impact.
- Creates and maintains professional relationships with city and community agencies. Identifies opportunities for collaboration on programs and services.
- Participates in citywide coalitions focused on issues and initiatives for teens and their families.
- Collaborates with other divisions and departments including Collection Management, Institutional Advancement, Marketing, and Systems to further the library's mission and young adult services.
- Participates in workgroups related to the design and renovation of young adult spaces.
- Schedules and assists with programs and outreach activities, as needed, including school visits and author programs.

Minimum Qualifications:

- Masters in Library Science (MLS or MLIS) from an American Library Association (ALA) accredited college or university.
- Public Librarian Certificate, or requirements necessary to apply for a Maryland Public Librarian Certificate, within 90 days of starting employment.
- Experience with young adult literature and programming trends for ages 12-18.
- Experience in coordinating and implementing public programs.
- Experience in creating and maintaining partner relationships.
- **Physical Requirements:** Physical exertion such as standing; or recurring activities such as bending, crouching, reaching; pushing loaded book trucks; or recurring lifting of moderately heavy items such as boxes of books or journals.

Preferred Qualifications:

- Experience with technology and software that supports virtual and hybrid programming, including Zoom, Streamyard, Mevo, Restream, and Google Meets.
- Experience with running teen clubs, groups, or volunteer opportunities.
- Experience planning programs or lessons around specific topics.

Required Knowledge, Skills and Abilities:

- Experience working directly with teens.
- Ability to build rapport with groups of teens.
- Belief in and understanding of the importance of providing library services to teens and their families in an urban setting.
- Knowledge of library organizations, goals, and services.
- Proven experience in project management, especially in a library setting.
- Ability to organize and supervise youth workers and volunteers
- Strong knowledge of childhood development and experience in developing and implementing teen programming for ages 12-18, including literacy-based programs, STEM programs, author visits, and more.
- Comprehensive knowledge of young adult literature and trends. Ability to evaluate and recommend books in relation to various needs, interests, and reading levels.
- Experience in establishing collaborative relationships with various municipal and non-profit agencies and organizations, especially those serving the needs of teens and caregivers.
- Excellent interpersonal and communication skills, including a willingness to work collaboratively and the ability to create and present information in group settings.
- Ability to resolve problems and conflict with diplomacy and discretion.

Posted in **Job Vacancies** | Tagged **Academic Library**, **Maryland**, **Public Library**, **Public Services**

Two Positions: Maryland

Posted on **February 14, 2025** by **LLAM News**

Position: Access Archivist (Faculty-Open Rank)
Location: University of Maryland, College Park
Posted: MLA Jobline
Salary: $70,000-78,000

NATURE OF WORK: The collections and services of the UMD Libraries' Special Collection and University Archives (SCUA) are at the heart of the research and teaching mission of the universities. Collection strengths include the history of labor and unions, state of Maryland and historical collections, modern Japanese history, mass media and culture, rare books and literature, and the history of the University. SCUA's staff is committed to facilitating access to its collections, which document key aspects of the human experience at the university, local, state, national and international levels.

The Access Archivist is dedicated to improving access to archival materials in SCUA through creative strategization and facilitation of archival processing activities. The person in this position will play a key role in advancing ways for students, faculty, and researchers around the world to discover the rich and varied material in SCUA. Archival processing activities under the Access Archivist's purview include developing processing plans; arranging and describing new collections; building upon earlier extensible processing work to further inventory and arrange collection materials; enhancing existing finding aids for minimally processed collections and undertaking finding aid updates; and participating in the creation and development of policies, procedures, and workflows pertaining to collection processing. The person in this position will be responsible for overseeing processing activities on small collections to large and complex projects encompassing a variety of archival formats.

The Access Archivist will receive support for and participate in professional development and is expected to maintain and disseminate knowledge of processing theories, and current and emerging best practices in the field through their work collaborating with colleagues and supervising staff and students. Reporting to the Associate Director of Special Collections and University Archives, the person in this position joins a collaborative and dynamic team responsible for accessioning, processing, and providing access to Special Collections materials.

DUTIES AND RESPONSIBILITIES

- **Processing Activities – 60 percent**
  - Participates in the identification of processing priorities, including new and legacy collections; assesses needs of prioritized collections and develops processing plans to an appropriate level of description based upon archivist and curator access goals.
  - Arranges and describes archival collections of varying sizes and formats, including paper-based and photographic materials, audiovisual media, and electronic records.
  - Prepares finding aids according to relevant standards and local practice.
  - Participates in projects to enhance minimally processed collections.
  - Undertakes finding aid updates as needed based upon new standards, curator/user needs, and/or reparative frameworks.
  - Manages space allocation for processed collections, including participating in planning and transfer of collection materials, as applicable, to offsite storage.
  - Develops outreach content for public engagement and discovery of archival collections processed.
  - Contributes to the creation and documentation of policies, procedures, and workflows pertaining to collections processing.
  - Directs and supervises the work of students and staff assigned to processing activities.
- **Collaboration and Communication – 10 percent**
  - Regularly communicates and collaborates with colleagues in SCUA, CSS, the Libraries, and the University to share information and accomplish primary assignments.
  - Collaborates with SCUA staff to develop or update workflows and to share information regarding processing outcomes.
  - Attends CSS and SCUA meetings and participates in departmental and divisional activities and programs.
- **Professional Development, Scholarship, and Service – 20 percent**
  - Participates in opportunities to serve the Libraries, the University of Maryland and the archives/library profession.
  - Represents SCUA at library and campus meetings, professional conferences, and other events.

    - Engages in shared governance and service activities, as appropriate.
    - Creates a scholarly and creative agenda (including, but not limited to publications and presentations) that is attuned to work in the special collections field and demonstrates continued growth as a professional.
- ***Reference* – 5 percent***: Serves weekly shift on the Maryland Room reference desk.
- **Other Duties: – 5 percent**
    - Engages in shared governance and service activities, as appropriate, in areas in which the individual is interested in volunteering.
    - Participates in library, consortial, or campus-related task forces, committees, and initiatives, as assigned.
    - Participates in training related to promoting diversity, equity, inclusion, and
    - accessibility, as provided by the University, the Libraries, and/or other
    - recognized higher education or community organizations.
    - Contributes to achieving the University's and/or the Libraries' diversity, equity,inclusion, and accessibility goals

PHYSICAL DEMANDS: Works with contents of archival boxes that may weigh up to 40lbs.

SUPERVISORY RESPONSIBILITIES: Direct supervision of students and volunteers.

EDUCATION:

- **Required**: Master's degree in Library and/or Information Science from an ALA-accredited institution or a non-USA equivalent; or a graduate degree relevant to the position's duties.
- **Preferred**: Specialization in archives and digital curation.

EXPERIENCE:

- **Required**
    - Minimum of 2 years working in special collections or archives.
    - Experience arranging and describing archival material.
    - Demonstrated knowledge of archival theory and practice, especially efficient processing strategies.
    - Demonstrated knowledge of archival and library content management systems.
    - Familiarity with archival standards and vocabularies such as DACS, EAD, and LCSH.
    - Experience working collaboratively and independently.
    - Ability to plan, manage, and complete concurrent projects.
- **Preferred**
    - Experience using ArchivesSpace.
    - Knowledge of the application of archival theory and practice to the processing of born-digital materials.
    - Knowledge of preservation concerns in archives.
    - Experience supervising staff, students, interns, and/or volunteers.

Position: Dean of the Albin O. Kuhn Library & Gallery
Location: University of Maryland, Baltimore County
Posted: ALA JobList, SLA
Salary: $225,000-250,000

The University of Maryland, Baltimore County ("UMBC") seeks a visionary and collaborative leader to serve as the inaugural Dean of the Albin O. Kuhn Library & Gallery ("AOK Library & Gallery" or "the Library"). As an experienced Library leader, the Dean will provide overall leadership to the Library and further connect the Library with the broader campus. Reporting to the Provost and a member of the University's senior leadership team, the Dean will play a pivotal role in leading the AOK Library & Gallery into a new era of excellence and innovation.

Founded in 1966, UMBC is a distinguished national university with an inclusive culture that connects innovative teaching and learning, research across disciplines, and civic engagement. UMBC is dedicated to cultural and ethnic diversity, social responsibility, and lifelong learning. UMBC has achieved a remarkable national and international reputation for innovation and student success, best known for STEM but also the Arts, Humanities, and Social Sciences. UMBC is home to approximately 14,000 students, around 1,000 faculty, and 95,000 alumni. Fifty-six percent of students identify as minority students, making UMBC a Minority Serving Institution (MSI). Located just southwest of downtown Baltimore City and in proximity to Washington DC, UMBC is a nationally recognized model of inclusive excellence. UMBC consistently ranks among the most innovative universities with the highest quality undergraduate teaching. As one of eleven campuses within the University System of Maryland, UMBC was designated as a Research 1 (R1) university in 2022, making it one of only

146 institutions nationally, including 107 public and 39 private universities, with the R1 designation for doctoral universities.

The Albin O. Kuhn Library & Gallery serves as the heartbeat of campus, strategically positioned at the center of the UMBC grounds with student dormitories on one side and academic buildings on the other, symbolizing its integral role in connecting and energizing the university community. Recognizing the rapidly evolving landscape of information access and digital innovation, the Dean of AOK Library & Gallery will lead transformative initiatives to ensure the Library remains at the forefront of academic and technological advancement. This community-building leader will cultivate a cohesive and inclusive culture within the Library, empowering staff and fostering a shared sense of purpose and pride. The Dean will inspire engagement across campus and beyond by articulating a bold and compelling vision for AOK Library & Gallery's future, championing the Library's essential role in supporting discovery, collaboration, and creativity. As a passionate advocate for the Library, the Dean will build meaningful relationships with diverse stakeholders, showcasing its impact as an indispensable cornerstone of UMBC's academic and research excellence. With a commitment to innovation and adaptability, the Dean will ensure that AOK Library & Gallery thrives as a dynamic and forward-looking resource for the whole UMBC community.

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be submitted below. The target salary range for this role is $225,000 – $250,000 and will be commensurate with experience. Electronic submission of materials is strongly encouraged.

Sean Farrell is leading this search with Arianna Williams through Isaacson, Miller.
Posted in **Job Vacancies** | Tagged **Academic Library**, **Archivist**, **Maryland**

Three Positions: Washington, D.C.

Posted on **February 14, 2025** by **LLAM News**

Position: Research Analyst
Location: Pillsbury Winthrop Shaw Pittman LLP
Posted: AALL, LLSDC
Salary: $80,000-100,000

Job Description: Pillsbury is seeking a detail-oriented and resourceful Research Analyst to join our team. This role is integral to supporting the firm's attorneys, business professionals, and clients by providing a high level of professional support.

Key Responsibilities

- Performs research at levels ranging from basic to in-depth to support firm clients, attorneys, and staff.
- Provides current awareness monitoring
- Participates in the evaluation of research resources, tools, and technologies.
- Serves as a liaison to designated practice groups.
- Spends part of each workday as "Librarian on Duty" monitoring workflow ticketing system (Quest), conducting reference interviews and completing or appropriately re-directing requests.
- Develops and delivers training for the firm's Billable Credit for Research and Technology Training program.
- Participates in bi-weekly staff, and other department meetings.

Required Skills and Abilities

- Strong customer service orientation, intellectual curiosity and the ability to work independently and collaboratively with the Research Services team, attorneys and business professionals.
- Excellent written and oral communication skills including the ability to summarize lengthy, complex information to aid attorneys in how to quickly find and use information.
- Proficiency with Microsoft Office is required.

- Proficiency with Lexis, Westlaw, and PACER is required. Proficiency with additional resources such as Quest, Bloomberg Law, Wolters Kluwer, RIA Checkpoint, Lex Machina, Capital IQ, Courtlink, and Courthouse News is preferred.
- Experience developing or delivering training in a law firm or corporate setting is preferred.
- Ability to maintain confidentiality of firm and client information.

California, New York and Washington DC Pay range for this role, with final offer amount dependent on skillset and experience, is $80k-$100k. Qualified applicants with arrest and conviction records will be considered for the position in accordance with the California Fair Chance Act. Pillsbury Winthrop Shaw Pittman LLP is an Equal Opportunity Employer. If you require an accommodation in order to apply for a position, please contact us at PillsburyWorkday@pillsburylaw.com.

Position: Research Librarian
Location: Davis Wright Tremaine LLP
Posted: LLSDC
Salary: $99,000-117,000

Description: This is an exciting opportunity to work for one of the top law firms in the U.S.! Davis Wright Tremaine LLP is looking for a **Research Librarian** to join our team in our **Seattle, Portland, Los Angeles, San Francisco, New York,** or **Washington D.C.**offices. We offer a hybrid work engagement with four days of remote work, and one day in-office.

This position will be part of a forward-thinking, diverse and inclusive team responsible for gathering, synthesizing and delivering legal, business and technical information to attorneys and professional staff; providing solutions for research, current awareness, competitive intelligence and knowledge management; and collaborating with teammates to support the complex, evolving research needs of the firm's clients.

At Davis Wright Tremaine, you will find challenging assignments, opportunities for professional growth and community involvement, and a culture of inclusion. DWT fosters inclusiveness and authenticity. Regardless of position, everyone here has a voice and the support is unparalleled.

On a typical day you will:

- Collaborate with a nation-wide team of librarians to provide comprehensive and sophisticated research, current awareness and knowledge management services for colleagues in all firm offices
- Share best practices with attorneys and professional staff on the intelligent and cost-effective use of research resources
- Develop expertise in a wide variety of legal, business and practice-related resources
- Develop expertise in AI resources to enhance research capabilities
- Contribute to the on-going development of team workflows and documentation
- Engage with attorneys and professional staff colleagues to foster a culture of knowledge sharing
- Participate in local and national professional development activities
- Assist with various administrative duties and projects as necessary

Join us if you have:

- Master's degree in Library and Information Science or JD
- 3+ years' legal reference and research experience, preferably in a law or corporate library
- Demonstrated proficiency with major legal and business research platforms, public records resources, competitive intelligence tools, and state and federal legal information sources
- Knowledge of law, agencies, and information resources in California or any state where the firm has an office
- Knowledge of emerging research and knowledge sharing technologies, including AI and collaboration software, and familiarity with knowledge management principles
- Expert customer service skills. Demonstrated ability to communicate professionally with attorneys and professional staff in a time-sensitive manner. High degree of sensitivity to confidential matters
- Exceptional collaborative skills. Ability to work closely with teammates located in multiple offices and different time zones
- Ability to work effectively with commercial vendors
- Excellent analytical, organizational and multi-tasking skills

District of Columbia: The annualized salary range for this position in Washington D.C. is $99,000 to $117,000. Actual pay will be adjusted based on experience and other job-related factors permitted by law. Full time employees may be eligible for a bonus, health insurance with an optional HSA, short term disability, long term disability, dental insurance, vision care, telemedicine and virtual short term solution based counseling services, life insurance, Healthcare and Dependent Care Flexible Spending Accounts, subsidized backup care and caregiving resources, 401(k), vacation, sick time, and an employee assistance program. Additional voluntary programs include: voluntary accident insurance, voluntary life, voluntary disability, voluntary long term care, and pet insurance. Commuter and Transit programs are also available.

Position: Librarian (Senior Network Consultant)
Location: Library of Congress
Posted: USA Jobs
Salary: $120,579-156,755

Summary: The position serves as a Senior Network Consultant in the Network Services Section, Patron and Network Engagement Division, National Library Services for Blind/Print Disabled (NLS) within the Library Collections and Services Group (LCSG) at the Library of Congress (LOC). The position description number for this position is 415313. This is a non-supervisory, bargaining unit position.

Candidates with a PhD, MLS, MLIS or equivalent degree are encouraged to apply.

This position requires elevated IT access to systems to perform the work of the position. This position requires a Public Trust background investigation at the Moderate risk level. The position reports directly to the Head, Network Services Section and solves highly complex problems, makes significant recommendations to change, interpret, or develop important or innovative information policies, programs, approaches, or analysis methods.

The position provides expert consultative service concerning all aspects of Braille and Talking Book resources to libraries serving readers who are blind and print-disabled in an assigned portion of the NLS four regional conferences; represents NLS as a Senior Network Consultant in contact with a network of cooperating libraries, administering agencies, consumer groups, as well as general public and library professionals; recommends and identifies service trends and specific problems which have general impact on the network and NLS; writes reports, prepares articles for publication, evaluations and correspondence; advises on, reviews and analyzes comparative statistical data related to network libraries; represents NLS at conferences as Senior Network Consultant; and delivers speeches. Provides project management coordination for assigned NLS and network projects.

Duties:

- Provides expert consultative service to an assigned portion of the service network concerning all elements of library service to readers who are blind and print-disabled. Serves as NLS Senior Network Consultant expert on regional library concerns and activities, related to guidance and access, in his or her portion of the nation.
- Supports network libraries in collection building activities, assisting with decisions about automation enhancements, advising outreach activities and offering reader advisors training in basic reference tools such as the network library services website resources.
- Independently provides effective leadership, management of resource allocation, deliverables and milestones, negotiation skills, realistic scheduling, critical thinking, comprehensive strategic planning, project monitoring, risk management analysis, coaching, communication with stakeholders , and, if needed, contract management.
- Coordinates field tests and pilot projects initiated by NLS in collaboration with network libraries. Identifies resources, details timeframes, develops goals and objectives; gathers data when appropriate and required in best practices, and produces reports for orientations, national conferences, yearly events, and trainings.
- Works on library information resource matters, including working on agency level committees and working groups to develop recommendations regarding the evaluation of information resources.
- Conducts user evaluations while serving as liaison for publications about network activities. Identifies and recommends the need for resources and compiles information for the network Operations s which are devoted to topics of concern to cooperating libraries, such as circulation matters, outreach activities, use of volunteers, cooperation with other community agencies, workflows, staffing patterns, developing services, providing specific examples for libraries with successful or innovative programs. Researches and drafts correspondence for appropriate administrative personnel on inquiries and complaints from Congressional Offices related to network library service.
- Organizes and coordinates assignments that involve complex and unusual or obscure problems and/or special requirements. Uses initiative and resourcefulness to exercise flexibility for extending accepted methods, techniques, and practices. Recommends solutions and resolves important issues when precedents do not apply. Identifies areas for improvement in established methods. Develops and shares new information sources. Performs detailed analyses

and evaluations of requests. Prepares reports, analyses, and other documents related to information and research efforts. Manages electronic documents including the storage, retrieval, and exchange of information.
- Independently performs in-depth analyses in order to develop and interpret related policies and procedures for an organization by reviewing all consultant reports and telephone records on an ongoing basis to identify service trends and specific problems which may have general impact; recommends appropriate NLS action to resolve or ease problems; prepares position papers as necessary. Reviews network publications, forms, applications, and newsletters for accuracy and completeness regarding services offered and conformance to NLS requirements.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to provide consultation and liaison services.**
- Ability to plan, develop and execute library programs and projects.**
- Ability to manage projects.
- Ability to apply analytical and evaluative techniques to develop recommendations.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Posted in **Job Vacancies** | Tagged **Government Library**, **Law Library**, **Washington DC**

One Position: Virginia

Posted on **February 14, 2025** by **LLAM News**

Position: Discovery and Technology Services Librarian
Location: Virginia Theological Seminary (Alexandria)
Posted: SLA, ALA JobList
No salary provided

POSITION SUMMARY: The primary role of Resource Discovery and Technology Services Librarian is to manage, maintain, and support all library digital and print resources, platforms, and tools, especially the integrated library system, discovery service, ebook packages, and databases, and to train staff and patrons in their use. This position also ensures that acquisitions and cataloging of all library materials are completed accurately, in a timely manner, and in accord with professional standards.

ESSENTIAL FUNCTIONS

- Provides digital resource acquisition, configuration, licensing, maintenance, updates, and support for the library's integrated library system, proxy server, ebook subscription packages, online databases, streaming videos, and other e-resources. Implements system upgrades and migrations and monitors system security.
- Maintains the library discovery layer, including record loads, holdings, and links.
- Provides reference assistance, user instruction, and technical support to library patrons and staff.
- Manages automated contracted authority control.
- Provides analysis of e-resource usage data and other statistical reports to the Head Librarian.
- Monitors trends in digital resources and emerging library technologies to make recommendations for improvements and future directions.
- Serves as the library's liaison to the seminary's IT contractor for library network, system, hardware, and software needs.
- Manages license agreements and invoices and monitors license compliance.
- Researches the cost, purchase options, and coordinates the acquisition of new digital resources.
- Prepares budget requests for e-books, digital resources, and subscriptions and tracks expenditures.
- Maintains excellent vendor relations and serves as liaison for digital services access troubleshooting.
- Participates in staff rotation of librarian on duty for evening/week-end coverage. Participates in library staff meetings.
- Performs other duties as assigned by the Head Librarian.

POSITION QUALIFICATIONS

Competencies:

- Effective communication, interpersonal, and analytical skills, and ability to work effectively with coworkers, supervisors, and patrons required.
- Knowledge of integrated library systems, database management, content management systems, institutional repositories, link resolvers, digital object identifiers (DOI), proxy servers, and authentication systems.

Education: ALA-accredited master's degree in library science required.

Experience:

- Experience managing an integrated library system and discovery layer, preferably Innovative Interfaces and Ebsco Discovery Service.
- Experience with licensing and configuration of digital resources.
- Demonstrated knowledge of MARC formats, RDA, Library of Congress subject headings, and Library of Congress classification required.
- Experience with OCLC Connexion, Catalogers Desktop, Classification Plus, and BackStage authority control preferred.
- Experience with e-book acquisition methods and troubleshooting digital resource access issues preferred.
- Supervisory experience preferred.
- Familiarity with the Episcopal Church preferred.

Required Skills:

- Knowledge of trends and issues in existing and emerging academic library technologies.
- Excellent data management and database technology skills.
- Excellent organizational skills to ensure achievement of objectives within established timeframes, working independently and as a member of a team.
- Attention to detail and ability to meet scheduling expectations.

PHYSICAL DEMANDS: Stand, walk, sit, type, reach outward, reach above shoulders up to 8 hours/day. Ability to move library materials up to 35 pounds.

WORK ENVIRONMENT: Core functions of job mainly on site; able to work remotely on certain projects with approval of supervisor and Head Librarian. Remote options, including full-time work from home, may be allowed in emergency situations.
Posted in **Job Vacancies** | Tagged **Academic Library**, **Virginia**

Two Positions: Maryland

Posted on **February 7, 2025** by **LLAM News**

Position: Technical Services & Systems Librarian
Location: Maryland Thurgood Marshall State Law Library
Posted: AALL, LLSDC
Salary: $79,129

*Note:In addition to applying through our careers page (www.mdcourts.gov/careers), please send a resume and cover letter to claire.seeley@mdcourts.gov.

Main Purpose: The successful applicant will join an enthusiastic and innovative team of library professionals dedicated to providing access to justice for all citizens. The State Law Library will be moving, along with the appellate courts, to a new Supreme Court of Maryland courthouse in the next few years. Thus, the new staff member will be joining the team during an exciting time of preparations for a move to the new facility and a new State Law Library.

The Technical Services & Systems Librarian provides cataloging and classification for the Library's print and online materials, and provides bibliographic and authority maintenance for records in the Library's integrated library system (ILS) and discovery system. The Librarian orders research materials in all formats and works closely with information vendors to resolve claims. The Librarian collaborates on collection management projects and maintains the ILS and discovery systems.

Essential Duties and Responsibilities:

- **Cataloging and Technical Services**
  - Performs original and copy cataloging / classification of the Library?s print and online materials for inclusion in the online catalog.
  - Adds original cataloging records to OCLC for utilization by member libraries in copy cataloging.
  - Catalogs items from subscription databases, including tracking new editions and adding those records to the catalog.
  - Collaborates with the Head of Technical Services to develop best practices and procedures for the Library?s cataloging and classification of research materials.
- **Acquisitions**
  - Orders print and online legal research materials in collaboration with the Head of Technical Services, the Library Acquisitions Specialist, and the Collection Development Committee.
  - Researches availability of selected library items and the most cost-effective way to obtain.
- **Systems Management**
  - Monitors and maintains the Library?s integrated library system (ILS), Innovative?s Sierra, and the Library?s discovery system, Bywater / Aspen.

Minimum Qualifications:

- **Education:** Master/s Degree in Library or Information Science from a program approved by the American Library Association (ALA)
- **Experience:** Three (3) years of professional library experience, with some exposure to cataloging / classification and technical services tasks preferred.
- **Preferred:** Significant experience in technical services, cataloging / classification, and collection management. Experience working with integrated library systems (ILS) and discovery systems. Experience in a law library.

Knowledge, Skills, and Abilities:

- **Knowledge of:**
  - Knowledge of the profession of librarianship, the legal system, and current information technology and architecture.
  - Knowledge of utilizing computer technology and software (e.g., word processing, spreadsheets, database software, web-based tools).
  - Knowledge of cataloging / classification practices and standards including MARC,LCSH, and RDA.
  - Knowledge of common metadata standards and common technologies, such as Dublin Core, XML, etc.
  - Knowledge of integrated library systems (ILS) and discovery systems used in conjunction with them.
  - Knowledge of digital library concepts, including standards and practices for digital images.
  - Knowledge of current standards for preserving print and digital collections.
  - Knowledge of general technical services practices and standards.
- **Skill in:**
  - Skill in both original and copy cataloging of general and legal materials in multiple formats.
  - Skill in maintaining and utilizing integrated library systems (ILS) and discovery systems within a law library setting.
  - Skill in working with information vendors to locate and purchase materials for the Library?s collection.
- **Software and Computer Skills:**
  - Standard Microsoft Office software: general use
  - Adobe DC: combine and edit documents
  - ShareFile: file sharing
  - SharePoint: staff knowledgebase
  - E-mail: general use
  - Innovative?s Sierra (integrated library system / ILS): system administration, WebPAC management, cataloging, acquisitions, and serials control
  - Aspen Discovery platform: system administration
  - XML Editor: managing XML files
  - MarcEdit: batch editing of bibliographic information

- Preservica and PTFS Knowvation: access to digital collections
- GEARS: tracking purchases and payments

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application. See the full job description and apply: www.mdcourts.gov/careers. Deadline is March 6, 2025.

Position: Serials & Electronic Resource Librarian
Location: Morgan State
Posted:SLA
Salary: $72,000-75,000

Have knowledge of Alma Library System and Primo VE; coordinate and supervise serials management activities, as well as the management of electronic resources for the library; develop policies and procedures pertaining to serials management and the management of electronic resources; provide statistics and analysis, for project management for decision-making within the library.

Duties & Responsibilities

- Develop and implement workflows and practices to enhance the discovery and access to the collection of serials and e-resources in the library and USMAI System.
- Maintain all electronic resources, including packages & databases, throughout their life cycle.
- Manage access to electronic resources, including packages & databases.
- Communicate with vendors, publishers, USMAI, and other library departments as primary contact for e-resources of the library.
- Provide statistical summary reports for the activities of the Serials & E-resources Management Department.
- Train, supervise, and evaluate departmental staff.
- Gather usage data from the data consolidation and vendors to produce utilization reports. Complete ACRL and IPED reports.
- Have skills with Microsoft Office to collect and analyze data and provide trend reports to Library Administration and groups around campus.

Education Required: The successful candidate must have a Master's Degree from ALA-Accredited Library/Information Science Program or a currently enrolled graduate student who will earn a master's degree in MLS/MLIS in 2025.

Experience Required: A minimum of 4 years of experience managing serials or electronic resources in an academic library and other tasks appropriate to the primary duties of the position.

Knowledge, Skills, and Abilities:

- Have knowledge of Alma Library System and Primo VE;
- obtain skills in serial and electronic resource vendor's products and services;
- have skills with Microsoft Office to provide statistical summary reports;
- demonstrate the enthusiastic support of research needs of the students, faculty, and staff.

Posted in **Job Vacancies** | Tagged **Maryland**, **Technical Services**

One Position: Washington, D.C.

Posted on **February 7, 2025** by **LLAM News**

Position: Librarian, International Collections Development Coordinator
Location: Library of Congress

Posted: USA Jobs
Salary: $120,579-156,755

This position is located in the Collection Development Office, Researcher and Collections Services. The position description number for this position is 461080. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. The incumbent of this position will work a flextime work schedule. This is a non-supervisory, bargaining unit position. Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

This position serves as an International Collections Development Coordinator located in the Collection Development Office, Researcher and Collections Services within the Library Collections and Services Group (LCSG) and reports to the Collection Development Officer.

The incumbent contributes to the mission of the Library of Congress to acquire, manage, preserve, and make available a universal collection of knowledge to meet the current and anticipated needs of Congress and the nation. With a focus on collecting from outside the United States, the incumbent conducts in-depth complex studies of the collections and of the current acquisitions program, recommends strategies to strengthen acquisitions efforts in certain areas, and communicates trends to managers and staff in relevant offices throughout the Library. Assumes both a leadership and liaison role in working with units and individuals involved in the international collecting program. Facilitates an ongoing program to customize approval plans and initiates the development of policies and workflows as needed.

The focus of this position is collection development related to materials from outside the United States. The goal is to ensure that the Library's international collections reflect the breadth and depth of knowledge published around the world in a wide variety of formats, within the confines of staff resources and funding limits. Monitor and assess at a high level, the Library's international acquisitions in all formats and to produce reports on the same. Facilitates communication between recommending/custodial divisions and all units that are involved in acquisitions, both analog and digital.

Duties:

- Using data-based analysis methods and collection development assessment best practices, designs, prepares and conducts complex systematic collection development studies to determine the strengths and weaknesses of the existing international collections. Implements complex studies of new non-United States acquisitions to assesses program effectiveness. The scope of such assessments may encompass large portions or the entirety of the Library's international collections or acquisitions programs, or they may be limited to narrow aspects of the same.
- In consultation with the Collection Development Officer, assumes a leadership role in analyzing emerging trends in international information dissemination, factoring in the needs of the Library's users, including Congress, and anticipated needs of future users. Ensures that studies address the scope and depth of collections strengths and weaknesses based on collecting levels articulated in the Collections Policy Statements, collections usage, and comparisons with local, national, and leading academic and research libraries.
- Provides guidance in creating and revising approval plans, Collections Policy Statements, and other documentation to ensure currency, accuracy, and consistency with Library of Congress policies, practices, and trends. At the direction of the Collection Development Officer, drafts new policies related to international collecting. Provides input to the Collection Development Officer regarding purchase acquisitions budgets and allocations.
- Serves as an expert regarding international collections and acquisitions and shares such information with Library staff. Coordinates with staff both within Researcher and Collections Services and in other areas, primarily the Acquisitions and Bibliographic Access Directorate (ABA) and the Digital Collections Management and Services Division of Discovery and Preservation Services, along with the Law Library. Initiates, establishes, and maintains professional relationships with librarians and other specialists in order to share resources and information as well as to serve to optimize the Library's international collecting program.
- Convenes and leads discussions concerning all aspects of international collection development policy in the Library. Delivers presentations to diverse groups and facilitates discussions that identify and resolve emerging issues of controversial matters relating to collection development, management, preservation, and/or storage issues. As a collection development expert, represents the office in meetings, conferences, and programs. Convenes and/or leads cross-organizational committees, task forces and other focus groups of staff and/or managers to address the most complex international collection development issues.
- Prepares a variety of documents related to collection development and acquisitions for internal and external audiences of varying interests using word processing, spreadsheet, public presentation, and other software, prepares narrative and graphical reports. Independently drafts memos, correspondence, reports, and other highly complex analytical and descriptive documents that include narrative text, graphs, charts, tables, and other visual representations of analysis.
- Performs other duties as assigned.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Knowledge of the principles and techniques of collection development. **
- Ability to build and maintain relationships with individuals from a variety of backgrounds in order to provide consultation or liaison and facilitation services. **
- Ability to communicate effectively in writing. **
- Ability to use integrated library systems, library applications, or other information technologies.
- Ability to analyze and organize information and materials, as well as interpret data, related to collection development, and recommend changes.
- Ability to communicate effectively other than in writing.

Education: All librarians must meet the requirements for professional education in library science or possess equivalent experience and education.

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; **OR**
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

Posted in **Job Vacancies** | Tagged **Government Library**, **Washington DC**

Two Positions: Maryland

Posted on **January 31, 2025** by **LLAM News**

Position: Librarian II (Maryland Department)
Location: Enoch Pratt Free Library (Baltimore)
Posted: MLA Jobline
Salary: $57,396-69,757

The Enoch Pratt Free Library has an opening for a Librarian II for our Central Library location's Maryland Department. The Librarian II provides customer service, assists with managing the department's historic collection, and assists in planning, manages public programs, and trains library staff related to the Maryland Department. The position is under the supervision of the SLRC Manager and in conjunction with the Deputy Chief of the State Library Resource Center (SLRC) and the Chief of the State Library Resource Center, This position will require work on evenings and weekends.

Department: State Library Resource Center
Location: 400 Cathedral Street Baltimore, MD 21201

Summary of Duties:

- In consultation with the Department Manager is involved with planning and implementation of department objectives, and long-term goal setting and problem-solving, which includes the completion of appropriate Annual Plan initiatives. Participates and responds to the SLRC and the Enoch Pratt Free Library Strategic Planning process.
- Develops, plans and presents programs related to department subject matter for public and county libraries throughout the state, both online and in person.
- Trains staff and volunteers, at the Pratt and from other Maryland county libraries. Participates in SLRC Conferences at the department and Library level.
- Contributes to the exploration of new technologies and their incorporation into library best practices.
- Performs reference work at public service desk in department, at other service points throughout the Central Library, on telephone and via email. Provides bibliographic instruction to staff and the public. Advises library customers on specialized sources, subjects and collections.

- Maintains state and local government documents collection, and legal resources. Assists with maintaining the department's collections of materials, including rare books, photographs, maps, ephemera, and other items related to Maryland.
- Provides class visit orientations, as well as Maryland History Day programming and judging.
- Takes part in library staff and professional meetings. Participates in committee work; represents the department at various meetings within and outside the Library.
- Interprets library policy for staff and public.
- Assumes responsibility for management of the Maryland Department in the absence of SLRC Manager.
- Works in concert with the Department manager, library administrative staff and the Chief of the State Library Resource Center .
- Follows mission of the library and our diversity, equity, and inclusion statements.

Minimum Qualifications:

- Masters in Library Science (MLS or MLIS) from an American Library Association (ALA) accredited college or university.
- Public Librarian Certificate, or requirements necessary to apply for a Maryland Public Librarian Certificate, within 90 days of starting employment.
- Two years of demonstrated successful and increasingly responsible planning, programming and collection management experience in an urban public library.
- Experience with automated systems, including databases, Internet and social media, and experience with Microsoft Office Suite and/or Google suite.
- Ability to travel independently to other parts of the state for programming.
- **Physical Requirements:** Physical exertion such as standing; or recurring activities such as bending, crouching, reaching; pushing loaded book trucks; or recurring lifting of moderately heavy items such as boxes of books or journals.

Preferred Qualifications:

- Background in local and regional events and history.
- Experience working with historic materials and archival practices.

Required Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills and the proven ability to manage multiple priorities in a fast-paced environment with detailed work routines.
- Public speaking skills required.
- This position requires evening and weekend hours.

Position of Trust: Those under final consideration for appointment will be required to authorize the release of and successfully complete a criminal conviction check.

Position: Librarian I or Library Specialist – Adult Services
Location: Frederick County Public Libraries
Posted: MLA Jobline
Salary: $49,977-85,560

We are seeking a creative, energetic professional, committed to serving the public. Located in West-Central Maryland between Washington D.C. and Baltimore, FCPL is a rapidly developing system. By facilitating the public's freedom to explore, invent, and transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth.

This professional position will provide direct library service for all customers, in a friendly, creative and dynamic Adult Services Department. Assists in developing services that respond to community needs and interests as outlined in FCPL's strategic plan and is involved in a wide range of library activities and operations. Supervision is received from the Assistant Branch Administrator or Branch Administrator.

QUALIFICATIONS & REQUIREMENTS:

- **Education & Work Experience Requirement for Librarian I**
  - Master of Library Science degree (ALA accredited program); may consider candidates who will obtain the MLS within 6 months of hire
  - Minimum 1 year of customer service work experience working directly with the public in retail, education, community or public relations, or any high traffic customer service setting
  - Professional Public Librarian certification from the Maryland State Department of Education or ability to obtain this certification within 6 months after hire with MLS – current certification must then be maintained
- **Education & Work Experience Requirement for Library Specialist**
  - Bachelor's degree from a recognized college or university
  - Minimum 6 months recent (within last 5 years) library work experience
  - Minimum 2 years of customer service work experience working directly with the public in retail, education, community or public relations, or any high traffic customer service setting
  - Library Associate certification from the Maryland State Department of Education or ability to obtain this certification within 2 years after hire, plus willingness and ability to attend training sessions as applicable

Deadline to apply: 4:00 pm EST February 3, 2025.
Posted in **Job Vacancies** | Tagged **Maryland**, **Public Library**, **Public Services**

Three Positions: Washington, D.C.

Posted on **January 31, 2025** by **LLAM News**

Position: Research Analyst
Location: Blank Rome LLP (remote, must reside in state with an office)
Posted: AALL
Salary: $70,000-85,000

About Us: Blank Rome is an Am Law 100 firm with 16 offices and nearly 750 attorneys who provide comprehensive legal and advocacy services to clients operating in the United States and around the world. Our professionals have built a reputation for their leading knowledge and experience across a spectrum of industries and are recognized for their commitment to pro bono work in their communities. Since our inception in 1946, Blank Rome's culture has been dedicated to providing top-level service to all of our clients and has been rooted in the strength of our diversity and inclusion initiatives. Our commitment to our core values and dedication to providing a supportive and inclusive work environment, allows the firm to attract and retain the brightest in the industry.

Job Overview: The Research Analyst provides extensive legal and non-legal research and reference services to attorneys, paralegals, and all levels of staff through use of the firm's various information resources. The Research Analyst position is a demanding role in a fast-paced environment and requires excellent written and verbal communication skills, attention to detail, creative problem solving, and the ability to prioritize tasks and meet tight deadlines. The Research Analyst demonstrates initiative, eagerness to learn, strong intellectual curiosity and willingness to take ownership of key projects.

This role has a remote working arrangement. Potential candidates must reside within one of the 10 states in which we have a physical office. In this role, you will report to the Competitive Intelligence Manager.

Essential Functions

- Conduct high-level legal and business research for attorneys and staff using print and online resources.
- Use judgment to identify issues, research strategy, and best resources to provide accurate, cost effective, and timely research.
- Conduct due diligence on plaintiffs, experts, defendants, and corporate entities.
- Develop expertise in multiple practice areas and jurisdictions.
- Provide current awareness services including litigation, case, legislative, and news to support attorney client matters.
- Evaluate business and legal publications or products.
- Assist with research orientations, training, outreach and marketing of services with a focus on relationship-building and service excellence.

- Responsible for balancing workload by monitoring incoming requests, assessing time constraints, and estimating research time needed.
- Collaborate with researchers or other departments on complex assignments.
- Perform other responsibilities as assigned.

The above essential functions represent the general nature and level of responsibilities for this position and is not intended to be an all-inclusive list. The firm may modify and amend any job description at any time in its sole discretion.

Skills/Qualifications

- 3+ years of experience with research services/systems in a Library setting in the legal industry.
- Bachelor's degree or equivalent experience; MSLIS or other relevant advanced degree preferred.
- Advanced knowledge of legal and business databases, including Lexis, Westlaw, ALM, Bloomberg Law, CCH, CNS CasePortal, D&B Hoovers, Hein Online, Intelligize, Lex Machina, MergerMarket, NewsDesk, Pitchbook, S&P Capital IQ, ServiceNow, TLOxp, and Worldcheck.
- Experience with print and online research using industry specific tools.
- Understanding of copyright and information-gathering ethics.
- Proficient in Microsoft Suite (Word, Excel, Outlook, Teams).
- Experience with PowerBI a plus.
- Willing to learn and stay current on the most effective research methods and strategies.
- Proficient in web-based conference call/web-sharing applications.
- Active involvement in relevant professional organizations.

General Expectations

- Promote positive work habits, including effective and timely communication, teamwork, and demonstrating respect for colleagues.
- Contribute to providing the highest quality of service to internal and external clients.
- Take appropriate initiative and ownership of job responsibilities while ensuring the assignments/job duties are performed successfully and on time.
- Understand and abide by firm policies and embrace firm values.
- Ability to maintain regular attendance and work regularly scheduled hours.
- Ability to sit for long periods of time, type, and handle light lifting (files, copy paper, etc.) in a professional office environment.
- Comply with safe work practices including compliance with the firm's COVID-19 policies and safety measures.

Position: Reference Librarian (Hispanic Reading Room)
Location: Library of Congress
Posted: USA Jobs
Salary: $69,923-90,898

Summary: This position is located in the Latin American, Caribbean & European Division, General & International Collections Directorate, Researcher And Collections Services. Position description number for this position is 447805. The incumbent of this position will work a flexitime work schedule. This is a non-supervisory, bargaining unit position. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

Duties:

- Enables access, discovery, dissemination, and use of collections and resources, current and historical, analog and digital, for all users. Provides support for the identification and selection of sources for those engaged in routine research, and maintains connections and life-long learning opportunities for casual users through the discovery and use of the Library's resources.
- Provides reference and instruction to individual researchers and groups where needs are relatively easy to determine from standard research interviews, in-person or virtually, and the bibliographic source materials are of limited technical complexity. Identifies domestic and international analog and digital resources in a field of specialty to address user needs that are easily determined from interviews or written requests. Develops knowledge of resources in other institutions to provide informed referrals. Provides support of limited technical complexity in evolving forms of digital scholarship. Assists users with specialized collections under the direction of senior staff and seeks assistance for locating materials that are not readily accessible.

- Provides in-person and telephone reference services in a reading room setting and through reference desk rotation. Utilizes technologies such as Ask-a-Librarian, email, chat, social media, and video conferencing to provide research and reference services. Responds orally or in writing to inquiries related to assigned field of responsibility. Increases access to and convenience of online resources and services by assisting in preparing research guides, collection guides, and finding aids on specific topics of recognized research interest and demand using standard search strategies. Assists senior librarians in revising or updating research materials.
- Assist with reviewing a wide variety of brochures, catalogs, journals, and other sources for new items and sources for possible acquisition in order to develop collections in areas of subject or geographic responsibility.
- Assists other staff in determining the quality and usefulness of collection materials. Assists in developing strategies for the organization, storage, preservation, and service of materials. Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications.
- Orients users and explains procedures and regulations governing use and handling of materials in the collection. Coordinates the acquisition of items of limited technical complexity, or those easily acquired, through the online acquisition process. Examines recommendations to identify processing and custodial requirements and to identify out-of-scope materials. Maintains liaison with other recommending officers and subject specialists to coordinate acquisition of materials within and across divisions.
- Under the direction of senior staff, the incumbent liaises with current and potential researchers and users. Collaborates with others to develop, promote, facilitate, present and evaluate programs to meet the expressed and anticipated needs of researchers and other user communities. Assists with different audiences to achieve a variety of outcomes.
- Assists with research facilitation, book discussions, tours, workshops, orientation sessions, author talks, workshops, consultations, displays, tutorials, and other means of engagement. Assists in developing content for traditional print outlets and social media platforms.
- Collaborates with the Library's programs for congressional outreach, visitor engagement, educational outreach, and exhibitions, and with other collections-based programs. Represents and attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of professional development.

Other Significant Facts:

- Foreign language facility is required for this position in the geographical area for which reference cataloging, acquisitions, or other engagement functions are performed.
- Must be able to speak, listen, read, and write in at least one of the foreign languages of the geographical area for which reference, acquisitions, or other engagement functions are being performed.
- Must be able to speak, listen, read, and write fluently in English.
- Must be able to communicate intended meaning in straightforward, everyday conversations and routine, work-related interactions.
- Must be able to adequately understand straightforward spoken language on everyday topics, including routine work-related matters.
- Must be able to adequately understand straightforward written material on everyday topics, including routine work-related matters.
- Must be able to adequately write straightforward documents and participate in everyday exchanges for routine work requirements and most correspondence.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to provide reference and research services.**
- Ability to develop and manage library collections.**
- Knowledge of a Latin American, Caribbean or Iberian language.**
- Ability to use integrated library applications, systems, or other information technologies.**
- Ability to provide in person and electronic consultation or liaison duties.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Position: Chief, Collections Digitization Division
Location: Library of Congress
Posted: USA Jobs
Salary: $167,603-195,200

Summary: This position is located in the Collections Digitization Division, Digital Services Directorate, Discovery and Preservation Services. The position description number for this position is 462381. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. The incumbent of this position will work a flextime work schedule. This is a supervisory, non-bargaining unit position.

Duties:

- Contributes effectively to senior management strategies and decisions with agency-wide implications regarding collections digitization operations, policies, standards, and systems. Supports the Library's mission and implements and accomplishes strategic and operational goals pertaining to highly visible collections digitization initiatives. Serves as an authority on behalf of the agency regarding digitization of cultural heritage materials.
- Oversees the enterprise-wide implementation of systems related to digitization that serve multiple organizational levels. Ensures that current and future CDD systems and services are aligned with the agency's plans and infrastructure. Effects the integration of programs and services and manages the development of solutions. Directs and coordinates the evaluation of mission goals, plans, programs, and business processes to implement new solutions and provide support for the agency's mission and goals. Utilizes the latest library and digitization technology trends and best practices to sustain and improve the effectiveness of the mission. Coordinates mission goals and activities with other units inside and outside the agency for a successful and mutually acceptable outcome.
- Exercises library and digitization methods, practices and techniques to meet the changing needs of all clienteles. Serves as an expert for the division's digitization efforts. Participates in agency, Federal, national, and international committees, task forces, and groups relative to national and Library of Congress digitization policy and technology planning. Oversees the assessment and analysis of the digital conversion systems and processes available within LCSG. Oversees continuous reviews of digitization programs, ensuring technology is updated as needed.
- Supervises a group of employees performing work up to the GS-14 level. Provides administrative and technical supervision relative to the staff supervised. Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees.
- Observes workers' performance and demonstrates and conducts work performance critiques. Establishes guidelines and performance expectations for staff and clearly communicates these through the formal employee performance management system. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Recommends appointment, promotion, or reassignment and develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases.
- Plans and manages agency-wide projects using Library management procedures, tools, templates, activities, and infrastructure to ensure alignment with internal agency business practices and with government-wide regulations and policies. Negotiates with senior level officials to create buy-in for Directorate positions on key agency-wide initiatives. Formulates and administers communication plans for projects in coordination with Library senior management. Monitors and evaluates project deliverables and solutions. Works with internal and external stakeholders to ensure that proposed conversion projects are thoroughly assessed for technical feasibility and resource impacts. Promotes cooperation with technical experts both inside and outside of the Library.
- Provides expert advice in the monitoring and evaluation of digital conversion contract work, including third party agreements, to ensure consistency with FADGI guidelines. Ensures that contract technical requirements are met and that all activities are performed in compliance with the terms of the contract. Oversees and/or evaluates contractor feasibility studies and technical assessment reports. Oversees acquisition strategies for conversion services and for the equipment needed to support the needs of the Library. Participates in evaluation teams reviewing internal and external proposals involving digital conversion, including third party agreements.

The Supervisor leads his/her staff toward meeting the Library's vision, mission, and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, and fostering integrity and honesty. To view the Library's Supervisory Core Competencies click here.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to provide management and oversight of a collections digitization program.**
- Ability to supervise and lead a diverse workforce.**
- Knowledge of integrated library systems, library applications, and other information technologies.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Posted in **Job Vacancies** | Tagged **Government Library**, **Public Services**, **Technical Services**, **Washington DC**

Three Positions: Maryland

Posted on **January 24, 2025** by **LLAM News**

Position: Senior Knowledge & Research Analyst (Remote)
Location: O'Melveny & Myers (including MD, DC, VA, PA)
Posted: AALL
Salary: $110,000-125,000

It's more than what you do: it's how you do it. That's why O'Melveny is counsel of choice to an ever-expanding list of market leaders. Opportunity at O'Melveny means working alongside dynamic and team-oriented colleagues on evolving legal and business issues and opportunities for prominent clients around the world. It's a place to build a rewarding career by tackling new challenges; being appreciated, included, and supported; and creating lasting connections.

With approximately 800 lawyers on three continents, more than 80 practice and industry service areas, and strong cultural ties to all of our 18 locations, O'Melveny is a global law firm with a local feel. At our core, you'll find a dedication to excellence, a drive to lead and innovate, and a deep sense of civic responsibility.

At O'Melveny, we know our commitment to DE&I can be a true differentiator and a key component of our success. Creating a truly inclusive environment while providing advancement and leadership opportunities for our lawyers and business professionals is a strategic priority. It's who we are. The diverse perspectives and experiences that our people bring to their work drive innovation and excellence. We are proud of our achievements, but DE&I is a work in progress. It always will be because our profession, our colleagues, our clients, our communities, and their issues keep changing. So must we.

The firm's DE&I strategy is RISE (Representation | Inclusion | Social Justice | Equity) and we expect every member of our firm to RISE to the challenge of making the promise of DE&I real in every aspect of our firm, including in their interactions with others and through the execution of their role.

O'Melveny is actively seeking for a **Senior Knowledge & Research Analyst.** This role will be **fully remote,** and the hours will be from 9:00am to 5:30pm PST. The primary focus of this role is to deliver comprehensive research support for attorneys, paralegals, and business professionals, contributing to both client-related and internal administrative functions. This position involves handling diverse research tasks such as ready reference inquiries, monitoring legal developments, corporate and expert witness research, docket and case analysis, analytics research, and leveraging AI tools for enhanced insights as a part of our AI as a Service program. Additionally, the role may involve acting as the department's liaison to a designated office of the firm.

The salary range in DC for this role is $110,000 – $125,000 and represents the firm's good faith minimum and maximum range for this role at the time of posting. The actual compensation offered to a candidate will be dependent on a variety of factors including, but not limited to, the candidate's experience, qualifications, and location. Applications will be accepted from candidates who reside in the following states: AL, AZ, CA, CO, D.C., FL, HI, ID, IL, LA, MD, MA, MN, MO, NC, NH, NV, NJ, NY, OH, OR, PA, SC, TX, UT, VA, WA.

Essential Duties and Responsibilities:

- Conduct thorough research using electronic and print resources to address requests submitted via our virtual research platform.
- Utilize AI tools to provide advanced, data-driven research insights.
- Monitor legal, industry and client-specific topics to deliver timely updates and alerts.
- Train attorneys and business professionals on effectively using our research tools.
- Collaborate with the Practice Innovation and Resource Management teams to test, evaluate and manage our tools and resources.
- Act as the primary liaison to a designated office of the firm including overseeing the collection, administrative tasks and new employee orientations.

Knowledge, Skills and Experience:

- Master's Degree in Library Science and/or JD degree is required.
- Four years research experience in a legal or corporate environment is preferred.
- Expertise with standard legal resources, such as Lexis, Westlaw, Bloomberg Law, WK's VitalLaw, Capital IQ, Deal Point Data, Intelligize, Harvey, CoCounsel, VLex Vincent and other related subscription services.
- Demonstrated experience with databases, software applications and integrated library systems; strong interest in emerging technologies.
- Exceptional organization skills with the ability to multi-task and prioritize.
- Excellent written and verbal communication skills, with attention to accuracy and detail.
- Service-oriented, team player, with initiative and problem-solving abilities.

For more information, or to be considered for this position, please apply online at http://www.omm.com.

Position: Manager of Customer Implementation & Support Services
Location: PTFS (Progressive Technology Federal Systems, Inc.) (Rockville, MD)
Posted: ALA JobList
Salary: $120,000-130,000

PTFS is a leader in digital content management solutions, content digitization, and library services/solutions, serving more than 500 organizations around the world.

This position is responsible for day-to-day management of the LibLime Support Team and the Knowvation TAC team. Both Teams are responsible for implementing new customers on the Bibliovation or Knowvation systems; providing customer support for current customers on either system; providing training for new and existing customers on either system; providing application testing for new releases & software corrections; and developing & maintaining the numerous user manuals, training documentation, & 'how-to' videos for each system. This position is also part of the LibLime Product Development Committee which is responsible for guiding the enhancement of the Bibliovation system relating to new functionality, software corrections, security support, and interaction with the LibLime cloud engineering resources provided by corporate IT. This position also provides Project Management support for various new and existing corporate customers.

ROLE AND RESPONSIBILITIES

- As a member of the Project Management team, participate in the implementation process for new Bibliovation and Knowvation customers. Identify customer needs and create a detailed project schedule. Work with LibLime IT staff to install and test customer system and new releases. Work with Knowvation IT staff to install and test customer systems and new releases. Work with the LibLime and TAC teams as well as the customer to refine policies and procedures for a new installation. Oversee the initial and final production data loads and go-live.
- As a member of the LibLime Customer Support team, provide first and second tier support for all Bibliovation customers. Recreate reported problems and suggest a fix to the customer, if possible. Open development tickets for problems requiring code fixes and work with developers to test and approve the fixes.
- As the manager of the Knowvation TAC team, guide and assist the team in providing first and second tier support for all Knowvation customers. Recreate reported problems and suggest a fix to the customer, if possible. Open development tickets for problems requiring code fixes and work with developers to test and approve the fixes. Identify workflows in Knowvation that can be enhanced at the application level to allow the customer to take complete control of the product and thus have less reliance on Knowvation TAC to perform portions of certain tasks or system configuration changes.
- Participate in support, upgrade, and enhancement projects as required by LibLime customers and Knowvation customers.
- Provide support for LibLime customer upgrades (both sandbox and production). Make sure customers are aware of new or changed features that might affect them. Work with customers to adapt local customizations or settings in the new version as needed. Test each upgraded site before releasing it to the customer.
- Oversee Knowvation customer upgrades by guiding the TAC team.
- Participate in the creation of user manuals, release notes, and other documentation related to Bibliovation and Knowvation.
- Supervise the creation of "how to" documents and videos for the Support Center Solutions section for both products.
- Supervise the scripting and recording of training videos for specific modules or processes for both products.
- Be able to ascertain when incoming customer requests exceed standard support obligations and thus may require quotes from Sales for add-on work.

- Identify potential new areas of development or enhancement in Bibliovation and/or Knowvation and be able to explain those ideas to the respective development teams.
- Participate in staff meetings and design efforts as well as any other duties assigned by management.

Mandatory Qualifications and Education Requirements:

- Undergraduate degree in business, management, or a related discipline
- Five+ years of increasing experience in the web-based information management software product industry as either an administrative user or an employee of a product manufacturer (electronic records management, digital content management systems, library management software solutions, etc.)
- 10+ years overall professional work experience with 5 plus years in personnel or project management
- Ability to receive a PMP certificate within 12 months of hire
- General understanding of information system architecture and modular design utilizing a role-based permission structure
- Self-motivation and ability to maneuver in a multitasking environment with a customer-centric support focus
- Strong technical writing skills
- Ability to communicate in both technical and non-technical language with customers and colleagues
- In-depth knowledge of the MARC and Dublin Core metadata structures
- Prior industry experience in digital content management products, library science management products, and/or electronic records management products
- Prior professional work experience in an information repository or related cultural institution such as a library, records management office, archives, or museum

Preferred Qualifications and Education Requirements:

- Master's degree in a Library or Information Science discipline
- Eight+ years' increasing experience managing customer support and service personnel
- Demonstrative system administrative experience with information delivery systems
- Hold any type of federal government clearance
- Ten years of increasing experience in the web-based information management software product industry as either an administrative user or an employee of a product manufacturer (electronic records management, digital content management systems, library management software solutions, etc.)
- Software design and testing experience with web-based products
- Experience with AWS services
- Understanding of FedRAMP, DISA, or related security certification programs
- Proven technical writing experience such as user manuals or design documents
- Prior experience working with federal government contract processes

WORKING CONDITIONS/PHYSICAL FACTORS: Full-time teleworking position in a home office; or full-time corporate office space in Rockville, MD.; or a combination of the two as approved by corporate management. May sometimes require travel and/or assignment nationwide to information science trade shows, conferences, and onsite customer presentations or training sessions.

Position: Librarian (Systems)
Location: Smithsonian Institution (remote)
Posted: USA Jobs
Salary: $75,706-98,422

The Smithsonian Institution (SI) is the world's largest museum, education, and research complex, with 21 museums and the National Zoo. This position is in the Smithsonian Libraries and Archives (SLA). The Smithsonian Libraries and Archives gathers, organizes, and disseminates the records and history of the Institution to support its research, curatorial, exhibition, publication, public service, and education programs.

Duties: The Librarian (Systems) is responsible for overseeing and managing the SLA Library Services Platform (LSP) system and to promote the collections, resources, and services supported by this system to a global audience. In this position, you will:

- Provide overall project development for Library Services Platform (LSP) system and associated development or enhanced projects.

- Lead the project management of SLA's LSP implementation, interoperability and improvement projects and serves as a Contracting Officer's Technical Representative on LSP-related contracts.
- Facilitate acquisitions of SLA content from local and international libraries, library consortia, library and archival vendors, and serves as a key contact with library, scientific and scholarly staff at all levels of the Smithsonian and other organizations.

Basic Qualification Requirements: All librarians must meet the requirements for professional education in library science or possess equivalent experience and education.

- **A.** Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree. **OR**
- **B.** A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

In addition to meeting the basic requirement above, to qualify for this position you must also meet the specialized experience and/or education requirements listed below:

GS-12 Experience: You qualify for this position if you have one year of specialized experience equivalent to at least the GS-11 level in the Federal Service. **For this position Specialized experience is defined as** working as a librarian or as a data manager or professional services consultant for Information library systems (ILS) or library organization with team, group and/or program leadership or management responsibilities for a special, academic or research library(s).
Posted in **Job Vacancies** | Tagged **Government Library**, **Law Library**, **Maryland**, **Technical Services**

Five Positions: Washington, D.C.

Posted on **January 24, 2025** by **LLAM News**

Position: Deputy Assistant Director, Knowledge Services Group
Location: Library of Congress, Congressional Research Service
Posted: USA Jobs
Salary: $150,160-225,700

The Congressional Research Service (CRS) seeks a senior manager to serve as the Deputy Assistant Director for its Knowledge Services Group.

This position serves as head of the Knowledge Services Group (KSG), the division at CRS responsible for general and legal reference and research, knowledge management, acquisition and collections, and technical services. In this capacity, and reporting directly to the Assistant Director of the KSG, the Deputy Assistant Director assists in leading, planning, directing and evaluating KSG services to congressional users and CRS staff, and ensures that it is of the highest quality and consistently meets the Service's standards of objectivity, nonpartisanship, timeliness, authoritativeness; and confidentiality.

The Deputy Assistant Director assists with leading the delivery of general reference and legal research support activities in CRS. This includes demonstrating personal intellectual leadership in monitoring congressional needs for information research across a broad spectrum of policy areas, and assures the availability of the intellectual capacity needed to meet the current and changing needs of the United States Congress at a sustained level of excellence. In addition, the incumbent helps oversee the management of institutional knowledge, instruction in the use of information tools, maintenance of authoritative research materials, and development of knowledge bases.

The Deputy Assistant Director also serves as one of the advisors to the Director, counseling the Director on all aspects of the research management and operations of CRS and recommending specific policies and procedures for improving the Service's overall quality, efficiency, and effectiveness. The Deputy Assistant Director serves as a member of the Director's senior management team and serves as a CRS representative to Members, committees, and officers of the United States Congress.

Major duties of this position include:

- Counsels the Assistant Director of the Knowledge Services Group on all aspects of the administration and operations of the division. Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical division programs or operations. Is responsible for the formulation and administration of policies affecting the KSG at the highest level, and implementing a strategic vision and successfully meeting the CRS mission. Monitors immediate and longer term needs of CRS for information resource support in its policy making activities.
- Oversees implementation of the KSG research agenda, including approaches, frameworks, and methodologies for addressing policy and legislative issues within the division's areas of responsibility. Continually assesses the overall performance of information research delivery and information resource management practices and systems in meeting needs of Congress and the priorities, goals and policies of CRS for meeting those needs.
- Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, Library of Congress and CRS management, executive departments and agencies, professional organizations and universities.
- Performs the human resource management functions relative to the staff supervised. Communicates work standards and expectations to supervisors and staff and holds them accountable to those standards.

This position is not eligible for permanent remote telework.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for over a century.

CRS is well known for analysis that is accurate, authoritative, confidential, objective and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

The Congressional Research Service (CRS) is committed to building a diverse and inclusive workforce that ensures the Service is well positioned to anticipate and meet the information and analytical research needs of a 21st-century Congress.

The selected applicant will be required to file a financial disclosure statement with the House of Representatives, United States Congress, in accordance with the provisions of Public Law 95-521, the Ethics in Government Act of 1978.

The salary range indicated reflects the basic pay adjustment of the Washington, D.C. metropolitan area. Number of vacancies: one. This is a permanent, supervisory, non-bargaining unit position. The tour of duty for this position is full-time. The position description number for this position is 013367.

Qualifications: The competencies below are required for this position. Those marked with a double asterisk (**) are considered the most critical competencies for this position. A candidate's resume must show a proven record of accomplishment that clearly demonstrates he or she has:

- **Ability to lead and manage a program/area of responsibility.**** The successful candidate has the ability to acquire and administer human, financial, material, and information resources to accomplish an organization's mission. This includes the ability to accomplish strategic and operational goals by ensuring the effective interaction and integration of processes; delegating and managing multiple tasks; and planning and organizing resources, people, and activities effectively and efficiently. This includes the ability to take ownership of the organization's work and results and to determine the most effective methods necessary to get things done.
- **Ability to apply knowledge of information research within public policy research frameworks.**** The successful candidate has ability to apply knowledge of the theories, concepts, processes, techniques, principles and/or practices of librarianship and information science to integrate information research with public policy analysis. This includes applying these approaches and frameworks, methodologies and techniques to the evaluation of complex issues. This also includes the willingness to acquire new skills and knowledge by staying current in information research methods, techniques, and technologies.
- **Ability to lead people and manage a workforce.**** The successful candidate has the ability to oversee the overall performance of direct reports as well as the Division by assessing staffing requirements in relation to current and anticipated needs of Congress; developing staffing plans, justifications, and requests; and making policy area assignments for staff in order to assure the availability of the intellectual capacity needed to meet the current and changing needs of Congress at a sustained level of excellence. This includes the development and oversight of recruiting, hiring, mentoring, and training a diverse workforce as well as building and maintaining exceptional staff performance.

- **Ability to instill a collaborative work environment.** The successful candidate has the ability to create, promote, and sustain collaborative approaches to the work of the organization. This includes creating organizational protocols that constitute an environment in which collaboration is expected. This also includes ensuring an atmosphere in which input is sought from colleagues with diverse expertise, skills, and abilities and using that input to inform and enhance the work of the organization. This includes the ability to marshal the expertise of other individuals and/or programs to accomplish goals and articulate problems and issues from an enterprise perspective.
- **Ability to lead and effect change.** The successful candidate has the ability to lead and effect change in carrying out the organizational mission that integrates key goals, priorities, values, etc. This includes championing ideas that promote the mission with enthusiasm, conviction, and assertiveness; gaining support and commitment from others; and motivating and inspiring others.
- **Ability to define and solve problems and make decisions.** The successful candidate has the ability to identify the problem or issue, and to gather, examine, and interpret information to generate effective solutions to problems and make sound decisions. This includes the ability to seek, logically examine, analyze, interpret, and synthesize information from different sources; generate and evaluate reasonable alternative solutions and the implications, consequences, and benefits of choosing each alternative; recommend the most promising alternative or course of action; and commit to action, even in uncertain situations. This includes the willingness to bring issues into the open and attempt to resolve them in a collaborative manner.
- **Ability to innovate.** The successful candidate has the ability to approach institutional challenges with creativity and an appropriate level of risk taking to advance organizational goals and mission. This includes the ability and willingness to challenge oneself and the status quo, to generate new ideas, and to apply new and emerging technologies to improve work efficiencies, productivity, and client service. This also includes exploring new ways to undertake work activities or accomplish organizational goals.
- **Ability to communicate effectively other than in writing.** The successful candidate has the ability to speak clearly, politely, and under control to peers, staff, managers, supervisors, and external audiences to both provide and seek information. This also includes actively listening to and understanding information; and listening to and answering questions thoughtfully and completely. This includes appropriately judging the amount, form, depth and level of detail, and content of information to the needs of the receiver/audience.
- **Knowledge of information research and knowledge management principles.** The successful candidate has knowledge of information seeking behaviors and how to design information research approaches in order to support a research community. Understands information resource management, including the full life cycle of information from its creation or acquisition through its disposition in order to support an enterprise-wide knowledge asset management program.
- **Ability to communicate in writing.** The successful candidate has the ability to write a variety of clear, cogent, and well-organized products, including targeting the amount, form, depth and level of detail, and content of the information to the needs of the receiver/audience.
- **Knowledge of congressional decision-making.** The successful candidate has knowledge of congressional decision-making, including how legislation becomes law, the federal budget process, the appropriations process, and oversight, sufficient to ensure timely and legislatively relevant assistance to congressional committees, Members, and senior staff. Knowledge of institutional and political environment in which congressional decision making occurs, including the roles and relationships of the President and executive and independent agencies, the judiciary, state and local governments, and interest groups, and the ramifications of those decisions on existing policies and affected constituencies.

Continue with the application process only if you are able to document on your resume that you meet all the critical competency requirements at the levels described below.

1. **Ability to lead and manage a program/area of responsibility:** I have led and managed a program(s) for a department or division and accomplished its' strategic and operational goals.
2. **Ability to apply knowledge of information research within public policy research frameworks:** I have knowledge of the theories, concepts, processes, techniques, principles, and/or practices of librarianship and information science to integrate information research with public policy analysis.
3. **Ability to lead people and manage a workforce:** I have led and managed the performance of a diverse and inclusive workforce.

Education

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; **OR**
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

Position: Reference Librarian
Location: Library of Congress: Reference Section, Serial & Government Publications Division, General & International Collections Directorate, Researcher & Collections Services
Posted: USA Jobs
Salary: $68,923-90,898

This position is located in the Reference Section, Serial & Government Publications Division, General & International Collections Directorate, Researcher & Collections Services. The Serial & Government Publications Division serves as a primary access point for a wide variety of serial collections and is responsible for the service, development and management of its custodial collections both online and through the Newspaper and Current Periodicals Reading Room.

The Serial and Government Publications Division serves as a primary access point for a wide variety of serial collections and is responsible for the development and management of its collections. Custodial collections include foreign and domestic newspapers, unbound periodicals, government publications (GPO Depository), intergovernmental publications and documents (United Nations), and other specialized serial collections, such as comic books. Clients include Congress, Foreign and US Government agencies, national and international academics and scholars, research and scientific institutions, the professional and business communities, and the general public.

Duties:

- Provides reference and instruction to individual researchers and groups where needs can be determined from standard research interviews, in-person or virtually, and the bibliographic source materials are of limited technical complexity. Identifies domestic and international analog and digital resources in a field of specialty to address user needs that are easily determined from interviews or written requests. Searches standard databases where the information is relatively stable, such as for bibliographic citations of a general nature. Seeks assistance for locating materials that are not readily accessible. Develops knowledge of resources in other institutions to provide informed referrals. Provides support of limited technical complexity in evolving forms of digital scholarship. Assists users with specialized collections under the direction of senior staff and seeks assistance for locating materials that are not readily accessible.
- Provides in-person and telephone reference services in a reading room setting and through reference desk rotation. Utilizes technologies such as Ask-a-Librarian, email, chat, social media, and video conferencing to provide live and asynchronous research and reference services. Increases access to and convenience of online resources and services by assisting in preparing research guides, collection guides, and finding aids on specific topics of recognized research interest and demand using standard search strategies. Assists senior librarians in revising or updating research materials and guides.
- Orients users and explains procedures and regulations governing use and handling of materials in the collection. Coordinates the acquisition of items of limited technical complexity, or those easily acquired, through the online acquisition process. Examines recommendations to identify processing and custodial requirements and to identify out-of-scope materials. Maintains liaison with other recommending officers and subject specialists to coordinate acquisition of materials within and across divisions at the Library. The librarian helps balance new collections acquisitions with responsible stewardship of existing collections while building a more diverse and inclusive record for future generations. The librarian serves as a direct liaison with researchers, visitors, and communities of practice, raising awareness of our collections and resources and making them accessible to all.
- Assists in reviewing a wide variety of brochures, catalogs, journals, and other sources for new items and sources for possible acquisition to develop collections in areas of subject or geographic responsibility. Assists other staff in determining the quality and usefulness of collection materials. Assists in developing strategies for the organization, storage, preservation, and service of materials. Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications.
- Assists with research facilitation, book discussions, tours, workshops, orientation sessions, author talks, workshops, consultations, displays, tutorials, and other means of engagement. Collaborates with the Library's programs for congressional outreach, visitor engagement, educational outreach, and exhibitions, and with other collections-based programs. Assists in developing content for traditional print outlets and social media platforms.
- Represents the division and attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of professional development.
- Performs various other duties as assigned.

The position description number for this position is 447805. This position is full-time, flextime work schedule. This is a non-supervisory, bargaining unit position.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position

without more than normal supervision.

- Ability to provide reference and research services.**
- Ability to develop and manage library collections.**
- Ability to use integrated library systems, applications, or other information technologies.
- Ability to communicate in writing.
- Ability to provide consultation or liaison duties.
- Ability to communicate effectively other than in writing.

Position: Archives Specialist
Location: Library of Congress: Manuscript Division, Special Collections Directorate
Posted: USA Jobs
Salary: $69,923-90,898

This position is located in the Manuscript Division, Special Collections Directorate, Special Collections Directorate. The position description number for these positions is 461533. The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area. The incumbent of this position will work a flexitime work schedule. This is a non-supervisory, bargaining unit position.

Duties:

- Analyzes and arranges bodies of records that are somewhat disorganized, demonstrating knowledge of archival theory and practice in planning and carrying out their organization and description. Possesses understanding of scholarly research and documentation practices.
- Completes preliminary analysis of the documentation systems and practices of the originating agency, organization, or individual whose records or papers are being processed. Undertakes research in published sources to complete gaps in the available information relating to the subject matter of the records to be archived. Evaluates the significance of archival material in its historical context and applies evaluation in helping create a plan of arrangement and description. Exercises initiative on special assignments requiring knowledge of archival procedures and academic subject matter.
- Assembles information to help resolve administrative and legal matters affecting the arrangement and availability of collections. Applies prescribed criteria for the retention or disposition of duplicate and extraneous matter. Identifies material for conservation treatment and coordinates the preparation of material for permanent housing.
- Produces detailed descriptive guides for research use online.
- Evaluates and upgrades older finding aids to bring them into conformity with current archival descriptive standards.
- Helps direct the work of technicians and interns in processing collections. Instructs other staff in processing and monitors and reviews their work for productivity and accuracy. Consults with
- collection curators and relevant specialists in formulating and implementing processing activities. Provides assessment to management of the scope and quality of work performed by processing technicians, interns, and other team members. Maintains technical expertise in emerging technologies and implements tools to facilitate the creation and publication of finding aids and other descriptive information online. Trains division staff in evolving technologies.
- Works to maintain personal contacts and cooperative work relationships in order to provide or exchange information. Coordinates as necessary with collection curators and staff in other divisions relating to the transmission, handling, description, and storage of division material housed off-site or transferred elsewhere.
- Attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of training and professional development. Displays knowledge of collections in the Library. Presents information to groups and individuals with a similar understanding of the subject. Orients visitors and helps conduct tours.
- Surveys internal collections to identify and inventory groups of materials for preservation and physical security. Follows prescribed specifications and procedures in preserving original material and reproducing originals for preservation. Monitors the quality and consistency of preservation methods and output. Monitors and coordinates procedures for routing materials for preservation treatment and for preparation of new materials to be added to the collections.
- Provides information in response to reference service requests that require research among several record groups to locate the information. Assists scholars and researchers in finding significant records relating to the subject under consideration and advises them of relevant records in the division and Library.
- Substitutes on a temporary basis as necessary assisting readers in the division's public reading room, including occasional Saturday service.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position

without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Knowledge of digital curation and descriptive tools, information technologies and integrated library systems to support archival functions.**
- Knowledge of the principles, concepts, and techniques of archival work, including analysis, organization, and description of archival material.**
- Ability to perform preservation duties.**
- Knowledge of reference and research services.**
- Ability to build and maintain professional relationships and provide liaison services.
- Ability to Communicate Effectively Other Than in Writing.

Position: Public Policy and Economics Librarian – Research Services Department
Location: Georgetown University
Posted: ALA JobList
Salary: $47,586-87,558

Georgetown University comprises two unique campuses in the nation's capital. With the Hilltop Campus located in the heart of the historic Georgetown neighborhood, and the Capitol Campus, just minutes from the U.S. Capitol and U.S. Supreme Court, Georgetown University offers rigorous academic programs, a global perspective, and unparalleled opportunities to engage with Washington, D.C. Our community is a close-knit group of remarkable individuals driven by intellectual inquiry, a commitment to social justice, and a shared dedication to making a difference in the world.

Requirements: The **Public Policy and Economics Librarian** works as part of the collaborative and service-driven Research Services department, a team of subject liaisons that support the teaching, learning, and research activities of the University. The person in this position focuses particularly on supporting research in Public Policy and Economics, including curating and locating statistical and numerical data, and other subject areas as assigned. The incumbent delivers research services, reference help, and instruction in a wide range of formats. They also provide proactive outreach and liaison services to the Georgetown research community, and are responsible for developing and managing library collections in their assigned subject areas. In addition to working on the Hilltop Campus, the person in this position will work at least one day per week onsite at the Capitol Campus. Duties will include but are not limited to:

- **Research Support**
  - Serve as the expert for all services related to public policy and economics providing a wide range of consultation, general reference, and other information services to the Georgetown University research community.
  - Seek out and establish partnerships with faculty and student researchers, interpreting and analyzing the information and research needs of students, faculty, and other library users as well as developing and delivering research support based on user needs.
  - Identify, recommend, and connect users as appropriate to other resources and experts within the library, including staff in the Booth Family Center for Special Collections and Digital Scholarship and Technology Services, as well as other resources and partners across campus.
- **Instruction**
  - Teach library research sessions related to their areas of responsibility and create research guides and other instructional materials in a range of formats.
  - Collaborate with other units in the library and across the campus to provide teaching and learning support, including the creation of asynchronous learning tools and resources.
  - Stay abreast of, explores, and employs relevant new technologies to the delivery of research and instructional services, identifying, creating, managing, and maintaining online guides, course pages, and other web-based resources related to their areas of responsibility.
- **Academic Engagement and Collection Development**
  - Work to understand, anticipate, and respond to the research, curricular, and instructional needs of these faculty, staff, and students, and to develop services and collections to support them.
  - Keep faculty, staff, and students in their areas of responsibility well informed of relevant library services and programs, helping integrate library services and collections into their research and curricular activities.
  - Actively seek out and establish partnerships with faculty and student researchers and relevant campus groups.
  - Serve as the principal liaison to the McCourt School of Public Policy, the Department of Economics, and other areas as assigned.
  - Develop collections in line with the pedagogical and research needs of their assigned departments and the University, contributing to the development of cooperative collection development initiatives with other libraries and library consortia.

- Recommend annual allocations, manage vendor approval plans, and assist in monitoring the library materials budget in their assigned disciplines.

Work Interactions: The Public Policy and Economics Librarian reports to the Head of Research Services as part of a collaborative team of subject liaisons. The person in this position works closely with other library colleagues, including staff in the Gifts unit, curators in the Booth Family Center for Special Collections, specialists within the Access Services Department, librarians in the Digital Scholarship and Technology Services Department, and specialists throughout the Technical Services Department. The person in this position also works closely and proactively with faculty, staff, and student researchers across the Georgetown University community. Work is performed primarily in an office environment. The incumbent is expected to read print of various sizes, move book trucks weighing up to 40 lbs., retrieve books, and operate computers and peripherals.

Requirements and Qualifications

- Master's degree in Library Science from an ALA-accredited institution or combination of a graduate degree in a Public Policy, Economics, or related discipline and relevant experience
- Minimum of two years of post-graduate, professional experience working with students, faculty, and staff in an outreach and instruction capacity in a research library
- Ability to communicate effectively orally and in writing, and work collaboratively with a range of individuals
- Expertise in or familiarity with current and emerging digital technologies (such as AI, GIS tools, data visualization tools, etc.).
- Demonstrated experience in the application of information technologies in instruction or research
- Strong service commitment to working with students, faculty, staff, and other communities
- Commitment to fostering an equitable and inclusive workplace, and an ability to work effectively with a diverse faculty, staff, and student population
- Experience with collection development in an academic or research library
- Either a bachelor's degree in public policy or a related social science field, or extensive experience with policy collections and research methods

Preferred Requirements and Qualifications

- Second graduate degree in a relevant field of study, or other equivalent expertise
- Demonstrated experience in or knowledge of social science research methodologies and tools
- Demonstrated experience in data management
- Record of participation or interest in professional development activities (presentations, participation in professional organizations, etc.)

Work Mode Designation: This position has been designated as **Hybrid**. Please note that work mode designations are regularly reviewed in order to meet the evolving needs of the University. Such review may necessitate a change to a position's mode of work designation. Complete details about Georgetown University's mode of work designations for staff positions can be found on the Department of Human Resources website https://hr.georgetown.edu/mode-of-work-designation.

Pay Range: The projected salary or hourly pay range for this position which represents the full range of anticipated compensation is: $47,586.00 – $87,558.13

Position: Social Science Librarian – Lauinger Library
Location: Georgetown University
Posted: ALA JobList
Salary: $47,586-87,558

Georgetown University comprises two unique campuses in the nation's capital. With the Hilltop Campus located in the heart of the historic Georgetown neighborhood, and the Capitol Campus, just minutes from the U.S. Capitol and U.S. Supreme Court, Georgetown University offers rigorous academic programs, a global perspective, and unparalleled opportunities to engage with Washington, D.C. Our community is a close-knit group of remarkable individuals driven by intellectual inquiry, a commitment to social justice, and a shared dedication to making a difference in the world.

Requirements: **The Social Science Librarian** works as part of the collaborative and service-driven Research Services department, a team of liaisons that support the teaching, learning, and research activities of the University. The person in

this position delivers research consultations, reference help, and instruction through a wide range of formats and provides proactive outreach and liaison services to the Georgetown research community, with particular focus on Social Sciences, including Sociology, Education, Communication, and other subject areas as assigned. The incumbent is responsible for developing and managing library collections in their assigned subject areas. Additional duties include, but are not limited to:

- **Research Support**
  - Serve as the expert for all services related to Sociology, Education, Communication, and other social science research.
  - Provide a wide range of consultation, general reference, and other information services to the Georgetown University research community, seeking out and establishing partnerships with faculty and student researchers.
  - Interpret and analyze the information and research needs of students, faculty, and other library users, developing and delivering research support based on these user needs.
  - Identify, recommend, and connect users as appropriate to other resources and experts within the library, including staff in the Booth Family Center for Special Collections and Digital Scholarship and Technology Services, as well as other resources and partners across campus.
- **Instruction**
  - Teach library research sessions related to their areas of responsibility and create research guides and other instructional materials in a range of formats.
  - Collaborate with other units in the library and across the campus to provide teaching and learning support, including the creation of asynchronous learning tools and resources.
  - Stay abreast of, explore, and employ relevant new technologies to the delivery of research and instructional services.
  - Identify, create, manage, and maintain online guides, course pages, and other web-based resources related to their areas of responsibility.
- **Academic Engagement**
  - Understand, anticipate, and respond to the research, curricular, and instructional needs of these faculty, staff, and students, developing services and collections to support them.
  - Keep faculty, staff, and students in their areas of responsibility well informed of relevant library services and programs, helping integrate library services and collections into their research and curricular activities.
  - Actively seek out and establish partnerships with faculty and student researchers and relevant campus groups.
- **Collection Development**
  - Serve as liaison to the Sociology department, Communication, Culture, & Technology department, and other areas as assigned.
  - Develop collections in line with the pedagogical and research needs of these departments and the University, seeking and managing faculty requests for collection purchases.
  - Contribute to the development of cooperative collection development initiatives with other libraries and library consortia, recommending annual allocations, managing vendor approval plans, and assisting in monitoring the library materials budget in their assigned disciplines.
  - Serve as the library's representative in the Federal Deposit Library Program (with a Selective designation, collecting almost exclusively electronic resources).

Work Interactions: The Social Science Librarian reports to the Head of Research Services, and serves as part of a collaborative team of subject liaisons. The person in this position works closely with other library colleagues, including staff in the Gifts unit, curators in the Booth Family Center for Special Collections, specialists within the Access Services Department, librarians in the Digital Scholarship and Technology Services Department, and specialists throughout the Technical Services Department. The person in this position also works closely and proactively with faculty, staff, and student researchers across the Georgetown University community, and may provide services onsite at the Capitol Campus.

Requirements and Qualifications

- Master's degree in Library Science from an ALA-accredited institution or combination of a graduate degree in the Social Sciences and relevant experience
- Minimum of two years of post-graduate, professional experience working with students, faculty, and staff in an outreach and instruction capacity in a research library
- Ability to communicate effectively orally and in writing, and work collaboratively with a range of individuals
- Expertise in or familiarity with current and emerging digital technologies (such as AI, GIS tools, data visualization tools, etc.)
- Demonstrated experience in the application of information technologies in instruction or research
- Strong service commitment to working with students, faculty, staff, and other communities
- Commitment to fostering an equitable and inclusive workplace, and an ability to work effectively with a diverse faculty, staff, and student population
- Experience with collection development in an academic or research library

- Either a bachelor's degree in a social science field or extensive experience with social sciences collections and research methods

Preferred Requirements and Qualifications

- Second graduate degree in a relevant field of study, or other equivalent expertise
- Demonstrated experience in or knowledge of social science research methodologies
- Demonstrated experience with data management
- Record of participation or interest in professional development activities (presentations, participation in professional organizations, etc.)

Work Mode Designation: This position has been designated as **Hybrid**. Please note that work mode designations are regularly reviewed in order to meet the evolving needs of the University. Such review may necessitate a change to a position's mode of work designation. Complete details about Georgetown University's mode of work designations for staff positions can be found on the Department of Human Resources website https://hr.georgetown.edu/mode-of-work-designation.

Pay Range: The projected salary or hourly pay range for this position which represents the full range of anticipated compensation is: $47,586.00 – $87,558.13
Posted in **Job Vacancies** | Tagged **Academic Library**, **Archivist**, **Government Library**, **Public Services**, **Washington DC**

One Position: Virginia

Posted on **January 24, 2025** by **LLAM News**

Position: Data Management Specialist (Librarian)
Location: Howard Hughes Medical Institute (HHMI) – Janelia Research Campus (Ashburn, VA)
Posted: ALA JobList
Salary: $73,135-118,844

The Howard Hughes Medical Institute's Janelia Research Campus is a pioneering research center in Ashburn, Virginia, where scientists pursue fundamental questions in the life sciences. Our integrated teams of biologists, computational scientists, and tool-builders innovate research practices and technologies to solve biology's deepest mysteries. HHMI launched Janelia in 2006, establishing an intellectually enriching environment for scientists to do creative, collaborative, hands-on work. We share our methods, results, and tools with the scientific community.

About the Role: HHMI's Janelia Research Campus Information Services serves the needs of researchers at Janelia in accessing and disseminating data and related information. It provides resources, guidance, and support in the management, curation, and dissemination of large data.

The Data Management Specialist will support HHMI Janelia Research Campus' world-renowned research, with an expanding focus on large data sets and AI, by providing data management support, guiding data retention and dissemination, generating documentation, and training researchers.

What We Provide:

- An opportunity to shape data management and open data at a world-class research institute in a supportive environment.
- A competitive compensation package that includes a 10% employer contribution to your retirement, up to $10,000 in educational reimbursement each year, and a significant budget for professional development.
- A competitive compensation package with comprehensive health and welfare benefits.
- Amenities that enhance work-life balance such as free on-site gyms, social and dining spaces, and convenient shuttle bus service!

What You'll Do:

- Manage Janelia's Figshare and Protocols.io accounts; assist users with data posting, dissemination, support, troubleshooting, and training.
- Advise and support researchers with data and information dissemination via diverse resources, such as GitHub, Open Science Framework (OSF), AWS Public Data Registry, and Globus.
- Guide the production and support the execution of data-sharing plans, including when, where, and how data will be shared with other researchers or the public, particularly for post-publication studies (*e.g.,* through repositories, publications, or restricted access).
- Understand and assist in specifying and complying with data-sharing restrictions, including embargo periods, licensing, or access levels prescribed by journals and contributing third parties.
- Work with the Director of Innovations and External Relations and the Office of General Counsel to prioritize data IP and licensing standards, *e.g.,* Open Data Commons, Copyright, Open-Source terms, etc.
- Lead data and related records retention and archiving.
- Develop and deliver data management training programs, references on data resource costs, and guides covering repository selection for data dissemination.
- Support other Data and Information Services department initiatives as needed.

What You Bring:

- Master's degree in information science, library science, or a technical discipline. PhD preferred.
- At least two (2) years of library, information technology, informatics, and/or scientific research experience. Experience in biological, computational research, or imaging preferred.
- Demonstrated experience working with one or more data science/statistical/computational tools such as Python, R, Jupyter, MATLAB, JSON, or SQL.
- Must be self-motivated, proactive, and willing to take on new challenges and solve problems with minimal supervision.
- Outstanding interpersonal skills and abilities, and comfortable working collaboratively in a team environment

Physical Requirements: Remaining in a normal seated or standing position for extended periods of time; reaching and grasping by extending hand(s) or arm(s); dexterity to manipulate objects with fingers, for example using a keyboard; communication skills using the spoken word; ability to see and hear within normal parameters; ability to move about workspace. The position requires mobility, including the ability to move materials weighing up to several pounds (such as a laptop computer or tablet).

Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Requests for reasonable accommodation will be evaluated on an individual basis.

Compensation Range $73,135.30 (minimum) – $91,419.12 (midpoint) – $118,844.86 (maximum)
Posted in **Job Vacancies** | Tagged **Special Library**, **Virginia**

Six Positions: Maryland

Posted on **January 17, 2025** by **LLAM News**

Position: Public Service Associate or Public Service Librarian
Location: Charles County Public Library (Waldorf)
Posted: MLA Jobline
Salary: $24.50-28.59

Job Summary: Performs a variety of duties under the direction of the Assistant Branch Manager; provides basic reference and readers advisory services; assists/instructs customers in the use of library equipment and computers; performs circulation tasks; assists Program Coordinator in planning and conducting a variety of programs and special events; makes suggestions for purchase of new materials; assists with overall maintenance of library collections, and performs routine administrative work as necessary.

Essential Functions: Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provides a consistently high level of service to others by assisting with requests, or locating appropriate resources for the request.
- Provides reference and readers advisory assistance to customers in person, by phone, and online. Plans and conducts or contributes to a variety of programs and special events.
- Provides technology assistance (including downloadable media) and trouble-shooting for customers and staff.
- Maintains confidentiality of customers and their personal information.
- Performs circulation tasks including shelving, checkouts, issuing cards, renewals, and holds.
- Makes recommendations and contributes to the development and maintenance of the collection.
- Creates displays and makes suggestions for interactive learning, engagement, and development activities.
- Monitors and maintains meeting room reservation system. Upholds policies detailed in the CCPL meeting room regulations.
- May act as a liaison between the library and its partners. Ensures proper communication and collaboration with other departments to maintain successful partnerships.
- Assists with processing of new and repair of pre-existing items in the branch.
- May provide passport processing services.
- Serves as Librarian-in-Charge when necessary.
- Works with signage and digital signage.
- May prepare flyers or other publicity across multiple digital platforms to promote library services and resources.
- Organizes and maintains collections.
- Shares knowledge gained in workshops, conferences, etc. with co-workers through presentations and/or training sessions.
- Maintains records and statistics as required.
- As Librarian (Grade 11), contributes to or leads special projects and initiatives as needed for the branch, departments, or system.
- Works at different locations throughout the CCPL system as needed.
- Attends meetings and participates in committees and organizations that further the Library's mission and goals.
- Professionally represents the library at community and organizational events that further the Library's missions and goals.
- Fulfills Continuing Education requirements and stays current with Library developments.
- Performs other duties as assigned.

General Competencies: Employees are expected to demonstrate the following qualities at all times:

- Service to Others
- Expertise (Knowledge, Skill, Educational and Experience Requirements)
- Personal Leadership/Strategic Thinking
- Accountability/Responsibility
- Systems Thinking
- Teamwork
- Communication
- Problem Solving and Innovation
- Development of Self and Others
- Affirming and Enabling Diversity and Inclusion

Job Specific Performance Standards: Employees are expected to meet the following performance standards:

- Demonstrates excellent service to others by addressing requests in a professional and timely manner;
- Effectively provides Library services to external populations;
- Effectively plans, prepares, and presents quality programs;
- Exhibits strong knowledge of reference collection and online resources;
- Accurately performs readers advisory service;
- Provides accurate and timely information;
- Consistently approaches customers to provide service;
- Asks for assistance when needed;
- Successfully acts as LIC by following procedures and using appropriate discretion as needed.

Required Knowledge, Skills, and Abilities: The employee is expected to perform or possess the following:

- Ability to gain thorough knowledge of Charles County Public Library's policies and procedures.
- Ability to act as a representative of Charles County Public Library to the public.
- Effective communication and decision-making skills with strong customer focus.
- Ability to master procedures related to the reference of Library materials.
- As a Librarian (Grade 11), demonstrates advanced knowledge for specialized projects and assignments.
- Ability to keep all relevant parties informed of all major issues and to recommend changes as appropriate.
- Demonstrates sound judgment when making decisions.
- Knowledge of research techniques and procedures.
- Knowledge of electronic resources, including the Internet and database information management.
- Ability to train and supervise volunteers.
- Ability to market Library services in the community.
- Ability to operate relevant computer systems, including hardware and software, eReaders, and office machines including the cash register and credit card machine.
- Ability to work evenings, weekends and at other branches as needed.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. This and all Charles County Public Library positions are subject to transfer. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job

Education and Experience Requirements:

- Bachelor's Degree; MLS or equivalent for Librarian (Grade 11).
- One year of relevant customer service experience.
- Library Associate Certificate (LATI) or equivalent must be acquired within two years of hire (Grades 9, 10) OR Professional Librarian Certification must be obtained within six months of eligibility, and maintained to comply with Maryland State Department of Education requirements (Grade 11).

Position: Assistant Branch Manager I / Librarian / Public Services Support Specialist
Location: Anne Arundel County Public Library (Deale, Annapolis, Glen Burnie)
Posted: MLA Jobline
Salary: $57,989-98,571

Overall Position Purpose: Professional level work in providing library services including reference, readers' advisory, programming and outreach, and library instruction to the public of all ages. Work requires maintaining considerable expertise in the use of information technology including, but not limited to, databases, email, downloadable e-books, e-audio, and the internet. Acts as part of branch's management team and assists in the management of branch operations and the supervision of branch staff. May assume responsibility for branch operations as designated person in charge in absence of Branch Manager.

Minimum Qualifications: Possession of a bachelor's degree and three year's work experience in a library or educational setting. One year of supervisory experience.

Special Requirement for non-MLS candidates: Completion of Library Associate Training Institute within two years following appointment; and ability to maintain eligibility by completing 90 hours of training every 5 years.

Preferred Qualifications: Master's degree in library science or master's degree in related field and one year of work experience in library or educational setting. One year of supervisory experience. Spanish language skills.

Necessary Special Requirement: Ability to secure certification as a Professional Public Librarian in the State of Maryland within 120 days following appointment; ability to meet re-certification requirements by completing 90 hours of training every 5 years.

TO APPLY: Complete AACPL Employment Application Form (Refer to attachment in this announcement). Upload cover letter, resume and completed application on AACPL's Recruitment Page (https//www.aacpl.net/about/jobs). Questions may be directed to humanresources@aacpl.net. **All required application materials must be received no later than *4:00 pm, February 5, 2025.*** The library reserves the right to re-advertise this position if there is an insufficient pool of applicants.

TIMETABLE: Candidates selected for an interview will be contacted no later than February 10, 2025. Interviews will be tentatively scheduled during the week of February 17, 2025.

Position: Assistant Head of Collection Management
Location: Washington County Free Library
Posted: MLA Jobline
Salary: $28.29/hr

Job Description: This position performs all aspects of the Collection Management Department, which selects, orders, processes, and maintains the Washington County Free Library's collections across the library's seven branches, as needed, but specific responsibilities will include taking a lead role in developing and overseeing a regular weeding schedule for all branches, selecting and ordering all juvenile print materials system-wide, and supervising the department in the absence of the Head of Collection Management. Work is performed with considerable independent judgment and initiative, and requires a working knowledge of children's literature and general collection management, along with problem-solving skills and critical thinking. Working knowledge of cataloging and/or copy cataloging is preferred.

Essential Functions: This list is representative and may not include all the duties this position entails:

- Assists in the supervision and management of the Collection Management Department as needed or assigned.
- In coordination with the Head of Collection Management, is responsible for the selection of juvenile print materials for all locations.
- Coordinates the onboarding of new departmental employees and works with other department heads to provide relevant collection-related onboarding to new staff system-wide.
- Responsible for ensuring that a regular weeding schedule is established and followed for all WCFL locations; weeds as required.
- Runs collection maintenance reports and assigns staff to specific tasks as needed.
- Maintains a working knowledge of departmental duties and procedures, and fills in and/or assists other staff as needed.
- Fosters a culture that embraces change, innovation, continuous learning, and proactive customer service.
- Ensures that a defined list of departmental statistics is collected, compiled, and recorded on a daily, weekly, or monthly basis as directed.
- Attends relevant conferences, workshops, and other training opportunities for the purposes of ongoing professional growth and development and the completion of required continuing education credits.
- Other duties as assigned.

Skills, and Abilities: Includes, but is not limited, to the following:

- Thorough knowledge of modern principles and practices of public librarianship.
- Working knowledge of physical and digital formats of library materials and resources.
- Ability to evaluate community needs, interests, and expectations as they relate to the library collections.
- Ability to perform collection maintenance at a professional level.
- Demonstrated ability to work well under pressure and to meet deadlines, to multi-task and prioritize, and to be flexible as needed.
- Ability to effectively plan, organize work, determine priorities, make decisions, and complete assigned duties with minimal supervision and with multiple interruptions.
- A commitment to excellent internal and external customer service.
- The ability to effectively and creatively solve problems, including the ability to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches.
- Ability to write effectively at a professional level, including the ability to create and edit a procedure manual.
- Ability to collect, understand, and analyze statistical data and make suggestions based on a combination of the data and organizational needs.
- Ability to effectively access and utilize current and emerging technology and the Internet to perform all required tasks.
- Knowledge and skills necessary to work effectively both independently and as part of a team.
- Ability to regularly lift, bend, move, push and pull heavy carts, and remain standing for long periods of time.

Qualifications & Requirements:

- Possession of a Master's Degree in Library and Information Science from an American Library Association accredited program and experience in professional library work.
- Demonstrated familiarity with children's literature.

- A valid driver's license and a willingness and ability to travel within Washington County as needed is required.
- Must be eligible for Maryland Public Librarian Certification.

Position: Research Specialist
Location: Nelson Mullins (fully remote possible, West Coast hours)
Posted: AALL
Salary: $80,000-108,000

Overview: Nelson Mullins is seeking a **Research Specialist** to join its growing Research & Information Services (RIS) team to provide legal and non-legal research services and analysis across a range of practice areas. This position is eligible for a hybrid or fully remote work arrangement, based on location. We welcome applicants nationwide, but preference will be given to candidates able to provide support for our West Coast offices past 5:30 PM EST.

A Day in the Life: The successful candidate will possess excellent communication skills, a commitment to delivering high-quality work, and a customer-oriented approach. They must also demonstrate the ability to collaborate effectively with the full RIS team to achieve the following objectives: provide accurate research and reference assistance to attorneys across all practice areas in a timely and cost-effective manner; analyze and communicate findings in a clear and concise manner; serve as a Research Specialist liaison to various practice teams; monitor current industry and legal developments relevant to the practice teams and inform attorneys of important updates through appropriate channels; critically evaluate and recommend legal and business information resources; stay current on emerging technologies and issues affecting law firms and information providers; and utilize a centralized workflow tool to deliver expert research and consultative services to attorneys and staff. Additionally, the successful candidate will support other projects or duties as assigned.

We Know You: To be considered for this role you must have a Master's Degree in Library/Information Services and/or a J.D. Degree and at least 3 years of experiences conducting research within a large law firm. You must have the ability to conduct research on a variety of legal and business topics. This position will require extensive use of research tools that include Bloomberg Law, Westlaw Edge and Lexis Plus.

In addition, expert level attention to detail and organization skills will be a necessity to carry out the responsibility of this job in a professional manner. You must be able to work in a fast-paced environment with tight deadlines and the ability to deal with unscheduled events that may require changing priorities with little notice. In this role you must be able to collaborate with attorneys, paralegals, law clerks, and administrative assistants while managing the various personalities and expectations.

At Nelson Mullins, we are dedicated to transparent and fair compensation practices. Pay for this position is determined by factors such as experience, skills, and location.

Salary/Wage Range: $80,000 – $108,000 annually. In addition to base pay, employees may be eligible for merit-based raises and benefits such as healthcare, retirement plans, and paid time off.

Position: Research Analyst
Location: Cozen O'Connor (fully remote, 9:30 am – 5:30 pm Pacific)
Posted: AALL
Salary: $90,000-$105,000

Job Description: We are excited to announce an opportunity for a highly skilled and motivated Research Analyst to join our dynamic team. In this role, you will be responsible for conducting comprehensive legal and business intelligence research, ensuring that our firm remains at the forefront of industry knowledge. You will develop and maintain an extensive understanding of our research resources, continuously seeking ways to enhance their effectiveness and efficiency.

Additionally, you will play a crucial role in supporting our attorneys and staff by providing training and guidance on utilizing these resources to their fullest potential. This position demands a detail-oriented individual with exceptional analytical abilities and strong communication skills, capable of translating complex information into actionable insights.

If you are passionate about research and eager to contribute to a collaborative and innovative environment, we encourage you to apply and become a vital part of our team. This is a fully remote position working 9:30am-5:30pm Pacific.

Responsibilities

- Conducts legal and business intelligence research using Lexis, Westlaw, Bloomberg BNA, CCH, PACER, D&B, Hoovers, CapitalIQ and other online resources, including current artificial intelligence tools and platforms
- Obtains documents from state and federal courts, as well as various governmental agencies, either directly from available online resources or through third-party vendors
- Develops and maintains knowledge of the firm's available online and print research resources
- Works closely with other Research Analysts to provide quality coverage to all offices
- In coordination with the Manager of Research and Business Intelligence, prepares business intelligence reports and provides news and docket alerts on clients, industries, and legal topics
- In coordination with the Manager of Electronic Resources and Training, provides training to attorneys and staff on cost-efficient use of online resources and orientation to new hires
- Evaluates new products as necessary and makes recommendations for the purchase of resources
- Works with Collection Development Specialist to identify possible new acquisitions, changes to print needs, and assist to with the maintenance of print collections

Qualifications

- At least 2 years of research experience in a law firm required
- AmLaw100/200 law firm experience preferred
- Thorough knowledge of electronic legal and business research services, including Lexis, Westlaw, Bloomberg, and CCH
- Knowledge of emerging technologies, including data analytics and artificial intelligence
- Able to perform at high level with minimal supervision and demonstrated ability to prioritize multiple requests and demands, providing high level of customer service
- Excellent verbal and written communication skills
- General understanding of databases and MS Office applications
- JD, MLS or equivalent preferred. Other graduate degree with significant experience may also be considered

The salary range for this role is $90,000 – $105,000 and represents the Firm's good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will be dependent upon a number of factors, including but not limited to, the candidate's relevant experience, qualifications and location.

About Us: Cozen O'Connor is committed to employing a diverse complement of attorneys and staff, and to fostering greater inclusion in the legal profession. We understand the organizational effectiveness that comes from welcoming and valuing differences within the firm, and we know that assembling a team with a rich diversity of perspectives and experience is necessary to provide the highest quality legal service. We encourage candidates to apply and join us in this effort. Cozen O'Connor actively welcomes applicants who have previously left the workforce and are looking to return to their careers. Gaps in experience are not penalized.

Position: Outreach and Engagement Librarian
Location: BLH Technologies, Inc. (Rockville)
Posted: ALA Joblist
Salary: $72,000-80,000

BLH Technologies, Inc., an award-winning company specializing in public health, communications, technology, and safety monitoring solutions for Federal and commercial clients, is seeking an Outreach and Engagement Librarian to support National Institutes of Health (NIH) programs, including those within the National Library of Medicine (NLM).

The Outreach and Engagement Librarian will work across BLH project teams and NLM programs to develop and implement communication strategies and trainings, facilitate collaborations, and foster relationships. The ideal candidate is skilled at audience assessment, identifying knowledge gaps, and capacity building.

Duties

- Develop and maintain awareness of NLM's products, services, and initiatives.
- Collaborate with BLH team members as well as NLM staff to brainstorm, conceptualize, and develop solutions, communication strategies, and partnerships.
- Identify key audiences by topic or product and implement engagement strategies.

- Mentor other team members. Provide feedback and coaching.
- Assess processes and craft recommendations for improvement, increased efficiency, and risk reduction.
- Collaborate with product experts, subject matter experts and training team(s) to craft learning objectives for educational products.
- Support the creation and delivery of online classes, tutorials, videos, and other educational products and services.
- Maintain awareness of current adult education, instructional design, educational technology, and accessibility trends and developments.
- Prepare reports and correspondence, complete special projects, and maintain records and files.
- Serve as a liaison to committees, task forces, and working groups as necessary.

Required Qualifications

- Master's degree from ALA-accredited institution or equivalent.
- Evidence of successful strategic communications experience.
- Evidence of successful teaching experience.
- Successful experience providing public services for underserved communities.
- Strong commitment to core concepts related to diversity, equity and inclusion (DEI), with an awareness of current DEI issues in the library and information science profession and related fields.
- Experience with information resources used in biomedical and academic libraries.
- The ability to effectively communicate through interpersonal, written, and oral skills, including presentation and teaching abilities.
- Ability and desire to work both collaboratively and independently.
- Evidence of initiative, creativity, and resourcefulness.

Preferred Qualifications

- Experience with controlled vocabularies, including MeSH.
- Successful experience collaborating with stakeholders on information literacy instruction.
- Understanding a variety of assessment techniques and trends in library instruction.
- Successful experience collaborating on cross-organizational initiatives.
- Analytical skills for decision making, organizing work, and setting priorities.
- Careful attention to detail and rigor in documentation.
- Proficiency in citation management tools (e.g. Zotero, EndNote, etc.).

Posted in **Job Vacancies** | Tagged **Law Library**, **Maryland**, **Public Library**, **Public Services**

Ten Positions: Washington, D.C.

Posted on **January 17, 2025** by **LLAM News**

Position: Competitive Intelligence Research Librarian
Location: Nixon Peabody LLP
Posted: LLSDC
Salary: $87,543 to $125,215

The Competitive Intelligence Research Librarian is responsible for conducting targeted research and analysis on companies, industries, practice areas, geographic markets, and competitors, using a variety of online research tools to identify emerging issues and trends and prepare insightful and highly actionable intelligence. A hybrid work schedule is available for this position.

A career at Nixon Peabody is the opportunity to do work that matters. It's the chance to use your knowledge to shape what's ahead. To share, to innovate, to learn at a firm that taps the power of collective thinking.

We've created a dynamic, energizing environment that promotes success for our clients and each other. We offer fast growth, connectedness and training in business as well as law. And our rigorous standards assure you are part of a diverse team of top talent at every turn. If you're someone who's looking toward the future, we'd love to hear from you.

Location: Boston, MA; Chicago, IL; Los Angeles, CA; New York City, NY; Rochester, NY; San Francisco, CA; Washington, DC

- Develop and conduct company, industry, and other research to support firm wide strategic initiatives.
- Collaborate with other team members with respect to larger and more complex assignments.
- Gather, synthesize, and summarize relevant, insightful, well-targeted research about prospects, clients, and industries to attorneys, firm leaders, and marketing staff to facilitate decision making and business planning.
- Monitor industry trends and client news and disseminate alerts and curated newsletters to appropriate groups and individuals.
- Research marketplace trends, competitor activities, and hot topics for business development assessments and marketing events.
- Provide in-depth client research to advance cross-selling and client feedback programs, working closely with marketing staff.
- Conduct highly confidential research for firm leaders to support lateral hiring, firm growth opportunities, and other initiatives.
- Proactively liaise and communicate with practice groups, industry teams, and other firm departments to develop subject knowledge, identify opportunities, and form collaborative relationships.
- As part of the Library & Research Services team, collaborate and coordinate with library staff in other locations to provide seamless research service for attorneys across the firm, including evening and weekend coverage on an as needed basis.
- Engage in innovation and Library outreach, including evaluation of new information resources and relevant technology.
- May assist in the delivery of research training programs for attorneys and staff through a variety of formats including in person one-on-one sessions, departmental meetings, and web-enabled training.
- Participate in expanding and/or improving research and information services, procedures, and practices. Take part in special projects as requested by the Director of Library & Research Services.
- Remain current in research techniques and available resources relevant to providing high quality research and information services. Continue professional development through various firm and association sponsored activities.
- Perform other duties as assigned.

To perform this job successfully, you must be able to perform each essential job responsibility listed above, satisfactorily, with or without reasonable accommodation. Nixon Peabody retains the right to change or assign other duties to this position. The requirements listed below are representative of the skills and abilities required.

Job Requirements:

- Minimum of 4-7 years relevant experience in a corporate, financial, consulting, or legal setting conducting complex research.
- Master of Library Science or Juris Doctor degree required. Combination of education in a research-intensive field with relevant work experience will be considered.
- Solid proficiency in the use of both print and online resources.
- Strong analytical and critical thinking skills.
- Independently manages multiple projects and negotiates deadlines if necessary.
- Demonstrated ability to provide superior client service.
- Dynamic self-starter with a high level of energy and enthusiasm.
- Self-motivated with the ability to work independently and collaboratively within and across departments.
- Excellent verbal and written communication skills, including presentation skills.
- Excellent technology skills.
- Ability to work in a fast-paced environment under tight deadlines.
- Successful candidate will bring energy, creativity, and initiative.

See the full job description and apply: https://nixonpeabody.careers.micronapps.com/job_post_details.aspx?%3Eac%5E?LWCZ4dN=1%60&QDFnXTpbVzc%3d=MI1vMW5Q

Position: Research Librarian
Location: Nixon Peabody LLP
Posted: LLSDC
Salary: $78,168 – 111,836

The Research Librarian is responsible for a wide variety of tasks that support the delivery of firm-wide library research and information services including conducting timely and cost-effective research, document retrieval, recommending appropriate research services and/or resources in response to inquiries from firm personnel. A hybrid work schedule is available for this position.

We've created a dynamic, energizing environment that promotes success for our clients and each other. We offer fast growth, connectedness and training in business as well as law. And our rigorous standards assure you are part of a diverse team of top talent at every turn.

Location: Boston, MA; Chicago, IL; Los Angeles, CA; New York City, NY; Rochester, NY; San Francisco, CA; Washington, DC

- Provide high-level legal and business research to attorneys and staff in varying practice areas using both print and online resources.
- Perform litigation research. This includes finding cases and secondary materials related to specific fact patterns in a variety of jurisdictions.
- Perform due diligence research on plaintiffs, experts, defendants and corporate entities.
- Develop knowledge of research in multiple practice areas and jurisdictions.
- Collaborate with senior researchers with respect to larger and more complex assignments.
- Assist the Competitive Intelligence Research team with providing business development research for attorneys and the Marketing department including preparation of company snapshots.
- Gather, synthesize and summarize relevant, well targeted research findings to attorneys and staff to facilitate decision making and business planning.
- Collaborate and coordinate with library staff in other geographies to provide seamless research service for attorneys in all firm locations.
- Engage in innovation and library outreach. This includes the evaluation of new information resources and related technology and attending practice group meetings.
- Assist in the delivery of research training programs for attorneys and staff through a variety of formats. This includes in-person individual sessions, departmental meetings, web enabled training and orientation.
- Establish relationships with attorneys to improve, expand and market available information sources and services.
- Participate in expanding and/or improving research and information services, procedures and practices.
- Take part in special projects as requested by the Director, Library & Research Services.
- Remain current in research techniques and available resources relevant to providing high quality research and information services. Continue professional development through various firm and association sponsored activities.
- Perform other duties as assigned.

Job Requirements:

- 4-7 years of in-depth law firm library research experience.
- Master's Degree in Library Science or Juris Doctor Degree required. Equivalent work experience in lieu of a degree will be considered.
- Demonstrated ability to conduct complex research.
- Proficiency in the use of both print and online resources.
- Strong analytical and critical thinking skills.
- Ability to manage multiple projects and negotiate deadlines.
- Provide quality client service to personnel at all levels.
- Self-motivated with the ability to work independently and collaboratively within and across departments.
- Excellent communication skills, both verbal and written. This includes presentations.
- Excellent technology skills.

See the full job description and apply: https://nixonpeabody.careers.micronapps.com/job_post_details.aspx?%3Eac%5E?LWCZ4dN=1%60&QDFnXTpbVzc%3d=MI1vMW5Q

Position: Senior Research Analyst
Location: Mintz
Posted: LLSDC
Salary: $80,000-120,000

Under the direction of the Manager, Research Services, the Senior Research Analyst provides expert, in-depth research services to attorneys, legal staff, administrators, and others across the firm. This role includes acting as a subject-matter

specialist in designated areas and leading projects and initiatives. The Senior Research Analyst also mentors junior staff and is positioned for promotion to Lead Research Analyst.

Responsibilities:

- Research and Reference Services
  - Conduct high-level research and analysis in legal, business, and other areas using print and electronic resources, as well as external libraries and personal networks.
  - Deliver accurate, timely, and cost-effective research responses.
  - Manage research requests according to department schedules and priorities.
  - Lead or coordinate large or group research projects as needed.
  - Present research findings using standardized department branding and templates.
  - Mentor and oversee junior research staff, ensuring quality and skill development.
  - Act as a subject-matter expert in designated areas (practice, industry, or research type).
- Training and Knowledge Sharing
  - Develop and deliver orientation and training sessions, research guides, and other reference materials.
  - Provide on-demand training in the use of research resources.
  - Proactively identify and address attorney training and research needs.
  - Contribute to the intranet and other internal knowledge-sharing platforms.
- Continuing Education and Collaboration
  - Stay current on developments in research resources, technologies, and methodologies.
  - Share knowledge of emerging tools and best practices with the team and attorneys

Qualifications

- Master of Library Science (ALA-accredited) or equivalent degree.
- 6+ years of progressively increasing responsibility in a law firm or corporate information center (law firm experience preferred).
- Expertise in legal and business research using print and electronic resources.
- Familiarity with research technologies and knowledge-sharing platforms.
- Strong analytical, organizational, and problem-solving skills.
- Excellent communication skills, including business writing and reporting.
- Ability to manage multiple priorities in a fast-paced environment.
- High proficiency in Microsoft Office Suite and ability to master new software quickly.
- Collaborative mindset with a strong customer service orientation.
- Self-motivated, resourceful, and detail-oriented.
- Proactive, with the ability to identify and solve problems creatively.
- Strong interpersonal skills and the ability to build relationships across all levels of the firm.
- Commitment to integrity, discretion, and maintaining confidentiality.

Please see the full job description and apply: https://careers.mintz.com/viRecruitSelfApply/RecApplicantEmail.aspx?Tag=d8d05152-97ae-4a30-99d4-41d0425f17fa

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Position: Director of Research and Knowledge Management
Location: Quarles Legal Recruiting
Posted: LLSDC
Salary: $150,000-240,000

Office Locations: Chicago, Denver, Indianapolis, Madison, Milwaukee, Minneapolis, Naples, Phoenix, San Diego, St. Louis, Tampa, Tucson, or Washington D.C. office

We are seeking a Director of Research and Knowledge Management to join our Chicago, Denver, Indianapolis, Madison, Milwaukee, Minneapolis, Naples, Phoenix, San Diego, St. Louis, Tampa, Tucson, or Washington D.C. office. Responsible for providing Knowledge Management (KM) consulting, services, and resources to the firm's Practice Groups and Administrative departments. Manage and coordinate firm-wide development of all library resources and electronic information. The Director of Research and KM ensures that all research activities meet high standards of quality and ethical guidelines.

Responsibilities/Duties:

- Responsible for providing Research and Knowledge Management (KM) consulting and services to meet the needs of the firm's practice groups and administrative departments.
- Develop strong, proactive relationships with all Practice Group leaders and Practice Group Administrators (PGAs) to collaborate on information strategies that increase productivity and enhance revenue opportunities.
- Ensure the team is conducting regular meetings with PGAs to ascertain the information and KM needs of each Practice Group from a firmwide perspective.
- Work with the team to analyze Practice Group and Administrative department requests for information, research and KM resources to assist IT and firm management in making decisions and investments.
- Assist with the deployment, training, and support of Practice Group and Administrative research and KM applications and services.
- Direct the development, enhancement and maintenance the Virtual Library on the firm's Intranet.
- Direct the development, enhancement and maintenance of current awareness and selective dissemination services on the Virtual Library and associated Intranet pages.
- Provide leadership in the evaluation, selection, testing and promotion of information resources in print and electronic formats to facilitate excellence in the provision of legal services on a firm wide level.
- Develop and facilitate training for legal and non-legal staff in conducting efficient and effective research in print and electronic formats.
- Negotiate and manage site licenses for electronic information resources on a firm wide level.
- Coordinate with other managers, supervisors and specialists all cross-departmental activities.
- Supervise assigned staff by providing direction, coordinating workflow and monitoring performance. Conduct formal performance evaluations of subordinates and explain, interpret and administer firm policies and work rules. Interview, hire and supervise training of new departmental staff.
- Motivate staff to support the firm's and the department's vision, increase their individual capacities and skills, increase the knowledge of other departmental staff and to provide positive feedback to all team members.
- Educate department employees regarding their effect on other staff and other departments.
- Serve as an ambassador, steward, and advocate for the Research and KM Teams.
- Collaborate with other IT Managers in the design and implementation of appropriate long- and short-term Information & Technology goals and objectives.
- Develop, analyze, and maintain budgets for areas of assigned responsibility and control expenditures relating to approved budget.
- Instill, strengthen, and promote a culture of diversity, equity, and inclusion and belonging within the team, driving behaviors that staff will emulate.
- Other duties as assigned.

Education/Experience:

- Master of Arts in Library and Information Studies or similar graduate degree required
- Extensive experience in research leadership roles
- Experience with advanced research methodologies and data analysis tools
- Strong technical skills with legal research platforms
- Excellent organizational, interpersonal relations, written and oral communication skills required
- Strong customer service attitude
- Work well under pressure, good problem solver, fast thinker
- Team player, leader, ability to train others
- Ability to coordinate many issues/projects at once

Position: Librarian
Location: Woodrow Wilson International Center for Scholars
Posted: USA Jobs
Salary: $69,923-90,898

The Wilson Center is one of the three special institutions created by congressional statute to perform a national mission in affiliation with the Smithsonian Institution. It is governed by its own presidentially appointed Board of Trustees and supported by public and private funds. The Center conducts and sponsors original scholarship and convenes balanced and inclusive dialogue through its programs, which cover all regions of the world and several major global issues.

Duties: Position is an advanced trainee with a career-ladder to the full performance GS-11 grade level. Duties described are of the full performance level of the GS-11 Librarian. The person selected for this position will receive intense training, both classroom and on the job in preparation for expanded role. Selectee will gain increasing independence and authority as they transition to the full performance level. Duties include but are not limited to the following:

- Participates in planning, selecting or designing new database or other programs to house citations and helps to design output to meet Center needs.
- Manages and requests materials directly from the Library of Congress, inputs and maintains records for tracking, and ensures timely return of material.
- Serves as a liaison with Library of Congress reading room librarians and Loan Division to negotiate and implement specific loan policies and procedures, resolve problems, and encourage use of LC resources by WC researchers. Serves as back-up for other ILL loans managed through OCLC World Share.
- Manages, adapts, and implements the Ex Libris 360 Core A-Z journal and e-book software program and other linking technologies.
- Participates in research and planning for future technology acquisitions; works with library management and vendor on future implementation of linking and/or content discovery services.
- Checks out materials using ILS circulation system; manages microfilm scanner software to provide best tools for users doing digital research on microfilm.
- Conducts comprehensive library orientations for interns covering Wilson Center and Library of Congress resources, and demonstrates use of relevant online materials, providing instruction in use of specialized information resources.
- Responds to reference inquiries by locating bibliographic, factual, and statistical materials using relevant academic journals, books, articles from the press, and reports from a wide array of social science research resources, particularly in public policy, area studies, international relations, and modern history.
- Works closely with program staff and website manager to track Wilson Center publications, both online and in print.
- Organizes publication listings and creates bibliographies.

Qualifications:

- **BASIC QUALIFICATIONS:**
  - Must have completed 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree. **OR**
- Must have a total of at least 5 years of a combination of college-level education, training, and experience. The education, training, and experience established knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.
- **MINIMUM QUALIFICATIONS:**
  - **GS-9:** to qualify you must have at least one (1) year of specialized work experience equivalent to the GS-7 grade level in the Federal service (obtained either in the private or public sectors) performing the following types of duties:
    - Developing and presenting library-led educational training and orientations;
    - Providing advanced reference and research services in the fields of social sciences, particularly public policy, area studies, international affairs, and modern history;
    - Managing a serials A-Z program to provide access to e-journals and e-books;
    - Evaluating software and implementing new library technologies, including updating current library tools;
    - Working knowledge of the collections reading rooms and loan policies of the Library of Congress or similar research libraries;
    - Managing, requesting, and tracking interlibrary loans with the Library of Congress or university libraries; and
    - Working knowledge of the holdings, arrangements and services of academic and special libraries.
  - **OR** Must have a combination of experience and education as described above that equates to one year of experience. Percentage of the required education plus my percentage of the required experience equal one hundred percent.
  - **OR** Must have successfully completed 2 full years of progressively higher level graduate education or master's in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position.

Position: Librarian
Location: Navy Department Library of Naval History and Heritage Command
Posted: USA Jobs
Salary: $69,293-109,975

You will serve as a Librarian in the Navy Department Library (NDL) of NAVAL HISTORY AND HERITAGE COMMAND.

Duties:

- You will perform copy and original cataloging of library materials according to established standards listed below:

- Anglo-American Cataloging Rules (AACR2) or Resource Description and Access (RDA) and Library of Congress classification/subjects or other metadata standards.
- You will perform authority control to be consistent for names, subject headings, and series.
- You will organize and preserve library materials.
- You will update and correct library's online catalog
- You will update, monitor, and coordinate updates or corrections on the Library's web page.
- At the GS-09 level you will perform work under close supervision as work assignments are given.

Qualifications:

GS-11: In addition to the Basic Education Requirement your resume must also demonstrate one year of specialized experience equivalent to the next lower grade level (GS-09) or pay band in the federal service or equivalent experience in the private or public sector utilizing knowledge of concepts, theories, new developments, and co-relationship of information in various fields. Examples of specialized experience must demonstrate most or all the following:

1. Performing library cataloging utilizing established standards such as Anglo-American Cataloging Rules or Resource Description and Access or Library of Congress classification schedules or other metadata standards.
2. Assisting with collection development by evaluating and recommending print and non-print additions and deletions to the library's collection.
3. Performing oral and written communication methods to efficiently and effectively communicate with communities serviced by the library.
4. Utilizing relevant databases to produce bibliographies, information packages, or literature guides.
5. Analyzing, organizing, and providing access and retrieval of print, non-print, and electronical materials to various customers such as government agencies, writers or historians.
6. Demonstrating knowledge of various computer programs examples could include the internet, databases and other electronic resources.

GS-09: In addition to the Basic Education Requirement your resume must also demonstrate one year of specialized experience equivalent to the next lower grade level (GS-07) or pay band in the federal service or equivalent experience in the private or public sector utilizing knowledge of concepts, theories, new developments, and co-relationship of information in various fields. Examples of specialized experience should demonstrate some or all the following:

1. Assisting with library cataloging following established standards such as Anglo-American Cataloging Rules or Resource Description and Access or Library of Congress classification schedules or other standards.
2. Performing oral and written communication methods to efficiently and effectively communicate with communities serviced by the library
3. Utilizing computer programs such as Internet and library databases to assist with producing requested materials.
4. Following established procedures to provide access and retrieval of print, non-print, and electronical materials to various customers.
5. Demonstrating knowledge of various computer programs examples could include the internet, databases and other electronic resources
6. Following established policy, procedures, and protocols to carry out various work assignments.

Education: Applicants must meet the following Basic Requirements of the Office of Personnel Management (OPM) Qualifications Standards Manual: Applicants must possess:

1. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; **OR**
2. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.
3. You may also qualify on education in lieu of experience:
    - **GS-11**: 3 full years of progressively higher-level graduate education in library science **OR** doctoral degree (Ph.D. or equivalent) related to the position
    - **GS-09**: 2 full years of progressively higher-level graduate education **OR** master's in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position

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Position: Supervisory Librarian (Head, Reference Section)
Location: Library of Congress, Serial and Government Publications Division, General and International

Collections Directorate, Researcher and Collections Services
Posted: USA Jobs
Salary: $142,488-185,234

Summary:

- This position is located in the Serial and Government Publications Division, General and International Collections Directorate, Researcher and Collections Services.
- The position description number for this position is 461299.
- The salary range reflects the locality pay for the Wash, D.C., Metro area.
- The incumbent will work a flextime work schedule.
- This is a supervisory, non-bargaining unit position.
- **The incumbent must be able to obtain and maintain a TOP SECRET security clearance.**

Duties:

- The Serial & Government Publications Division serves as a primary access point for a wide variety of serial collections and is responsible for the service, development and management of its custodial collections both online and through the Newspaper and Current Periodicals Reading Room.
- The Serial and Government Publications Division serves as a primary access point for a wide variety of serial collections and is responsible for the development and management of its custodial collections. Custodial collections include foreign and domestic newspapers, unbound periodicals, government publications (GPO Depository), intergovernmental publications and documents (United Nations), and other specialized serial collections. Clients include Congress, Foreign and US Government agencies, national and international academics and scholars, research and scientific institutions, the professional and business communities, and the general public.
- Supervises professional staff of reference librarians performing work at the GS-08 through 13 levels, and other technical staff providing support services. Provides administrative and technical supervision and direction necessary for accomplishing the work of the staff assigned to the NCPRR, including serving as senior duty and operations officer responsible for coordinating and resolving operational and service issues. Establishes policies, directs reading room work, supervises, and manages tasks, and ensure the high quality of service provided. Serves as arbiter of policies and regulations concerning the reading room. Coordinates the collection and reporting of reading room statistics. Coordinates daily activity and operations between the reading room staff and other Divisions and staff.
- Serves as an expert in the organization, development, and implementation of multiple projects. Serves as a supervisory project leader, team leader, or chairperson for library-wide working groups, task forces, and/or committees which have been assigned responsibility for projects and programs related to public service, reference, collection access, physical and electronic security of collections, and the integration of traditional and emerging digital reference library services. Organizes and develops projects utilizing critical judgment to determine scope, emphasis, approach, appropriate techniques, and manner of presentation. Prepares consolidated operational and public service reports utilizing statistical and narrative data to support the information services provided by and through the Division, to the Library, the public and the other librarians world-wide.
- The Head of the Reference Section coordinates and facilitates the integration of digital and traditional library services, policies, and procedures as they are being developed both within and outside the Library to enhance and encourage researcher engagement. Serves as an expert in managing general reference and research methodology to effectively and efficiently provide information services to a diverse and demanding clientele, through all modes of communication. Serves as a senior specialist in the area of government publications, periodicals and newspapers, and officially represents the collections to other offices and staff in the Library, as well as to persons, groups, or organizations outside the Library, by means of presentations, publications, and correspondence.
- As Head of the Reference Section and the NCPRR, serves as an authority in collection development and acquisition activities for the Division and as such develops programs to fill in gaps and augment collections to improve services. Plans collection management and development procedures that build and maintain comprehensive collections for the Division's collections working closely with other Division section heads. Coordinates the work of the reference staff in their role as recommending officers. Works with the Chief and other staff on the resolution of questions associated with recommendations made by the recommending officers.
- Serves as a principal liaison for the Division at professional conferences, seminars, and exhibits. Initiates, establishes, and maintains professional relationships with scholars, librarians, and other specialists to share resources and information. Represents the NCPRR when it is opened for special events for Congressional and National Programs. Serves as Division contact for Library-wide exhibits and ensures knowledgeable reference personnel are available to staff them.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position

without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Ability to lead and supervise a diverse workforce.**
- Ability to a manage a library reference program.**
- Knowledge of the principles and techniques of library collections development.**
- Ability to provide consultation or liaison duties.
- Ability to coordinate projects and set priorities.
- Ability to communicate in writing.
- Ability to communicate effectively other than in writing.

Education: Basic Requirements: All librarians must meet the requirements for professional education in library science or possess equivalent experience and education.

- **A.** Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; **OR**
- **B.** A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

Position: Librarian (Reference Librarian- Hebraic)
Location: Library of Congress, General and International Collections Directorate, Researcher and Collections Services
Posted: USA Jobs
Salary: $101,401-131,826

Summary:

- This position is located in the General and International Collections Directorate, Researcher and Collections Services.
- The position description number for this position is 447802.
- The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.
- The incumbent of this position will work a flexitime work schedule.
- This is a non-supervisory, bargaining unit position.
- **This position requires a public trust background check.**

Duties:

- Serves as a subject-matter specialist as assigned and called on to evaluate and select materials for the library's collection in those assigned subject areas. Reviews all relevant sources of items for possible acquisition to develop collections in areas of subject and/or geographic responsibility.
- Supports collections development, print and digital, aligning them with the needs of current researchers, and with collection policies intended to sustain the growth of a universal collection. Helps balance new acquisitions with responsible stewardship of existing collections while building a more diverse and inclusive record for future generations. Acquires material of underrepresented perspectives and voices in the Library's collections to ensure diverse authorship, points of view, cultural identities, and other historical or cultural factors.
- Determines the quality and usefulness of materials acquired from worldwide sources. Interprets the contents and advises on the organization and presentation of both current and retrospective collections in a multiplicity of formats. Plans and executes a strategy for storage, preservation and service.
- Monitors the condition of collection materials to ensure adherence to established preservation standards and specifications. Develops comprehensive plans with conservation specialists, to provide appropriate treatment for deteriorating items and those requiring special attention.
- Develops and monitors procedures for orienting users and explaining procedures and regulations governing use and handling of materials in the collection. Coordinates the acquisition of complex items not easily acquired, through the online acquisition process. Identifies processing and custodial requirements and to out-of-scope materials. Maintains liaison with other recommending officers and subject specialists to coordinate acquisition of materials within and across divisions.
- Enables access, discovery, dissemination, and use of collections and resources, current and historical, analog and digital, for all users. Provides in-person and telephone reference, research, advisory, evaluative and instructional

services in a reading room setting and through reference desk rotation to individuals and groups. Utilizes technologies such as Ask-a-Librarian, email, chat, social media, and video conferencing to provide research and reference services.
- Responds to a full range of inquiries, including those in new or highly specialized fields of knowledge and those involving historical materials that are difficult to identify or locate.
- Responds orally or in writing to inquiries related to assigned field of responsibility. Increases access to and convenience of online resources and services by preparing research guides, collection guides, and finding aids on specific topics of recognized research interest and demand using search strategies. Develops revision and updates for research materials.
- The librarian serves as the division's primary liaison with current and potential researchers and users by developing, promoting, facilitating, presenting and evaluating programs to meet the expressed and anticipated needs of researchers and other user communities. Engages with different audiences to achieve a variety of outcomes.
- Facilitates book discussions, tours, workshops, orientation sessions, author talks, workshops, consultations, displays, tutorials, and other means of engagement. Develops content for traditional print outlets and social media platforms.
- Collaborates with the Library's programs for congressional outreach, visitor engagement, educational outreach, and exhibitions, and with other collections-based programs. Represents and attends workshops, conferences, seminars, or meetings in librarianship and other relevant fields for the purpose of professional development.
- Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

Qualifications: Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (**) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position.

- Knowledge of Israel, Judaism, and Jewish culture, history, and civilization.**
- Ability to read, write, and communicate in Hebrew and English, and a highly desired knowledge of Yiddish.**
- Ability to provide reference and research services.**
- Ability to develop and manage library collections.**
- Ability to use integrated library systems, applications, or other information technologies.
- Ability to provide consultation or liaison duties.
- Ability to communicate effectively other than in writing

Education Requirements: All librarians must meet the requirements for professional education in library science or possess equivalent experience and education.

- Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; **OR**
- A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

Position: Archivist
Location: Department of the Navy, Naval History and Heritage Command
Posted: USA Jobs
Salary: $57,164-90,898

You will serve as a Archivist of NAVAL HISTORY AND HERITAGE COMMAND.

Duties:

- At the GS-07 level you will perform developmental duties, as assigned.
- At the Full Performance Level (GS-09) you will perform the duties listed below:
- You will establish internal or external relationships of record groups or series, trace the history of the originating agency or the evolution of particular functions, and establish the authenticity or completeness of information.
- You will conduct research and provide information in response to reference service requests.
- You will analyze and arrange bodies of records by studying the origin and subject-matter content of the records and by conducting research.
- You will collect current operational records which are generated over the course of Navy Command's or agency's day-to-day operations.

- You will input information into tracking systems for bodies of records which are regularly submitted by Navy Commands.
- You will translate hard copy records relating to the Navy's operational history into digital format and make records available online.

Qualifications: In addition to the Basic Requirements for this position, your resume must also demonstrate the following:

GS-09: Your resume must demonstrate at least one year of specialized experience equivalent to the next lower grade level (GS-07) or pay band in the federal service or equivalent experience in the private or public sector performing professional archival work in appraising, accessioning, arranging, describing, preserving, publishing or providing reference service from public records and historic documents. Examples of specialized experience may include: 1) Registering and accessioning items of an archival collection through inventory, analysis, arrangement, and description of unorganized bodies of materials; 2) Recommending proper methods for storage, registry, preservation, and access of archival materials following established industry procedures; 3) Maintaining collection record keeping by utilizing an automated archival database; 4) Digitizing archival materials by preparing, scanning, and photographing records; and 5) Providing research and archival reference services utilizing historical research methodology.

GS-07: Your resume must demonstrate at least one year of specialized experience equivalent to the next lower grade level (GS-05) or pay band in the federal service or equivalent experience in the private or public sector performing professional archival work in appraising, accessioning, arranging, describing, preserving, publishing or providing reference service from public records and/or historic documents. Examples of specialized experience may include: 1) Searching for and extracting pre-designated materials from a specified series or files unit; 2) Restoring the arrangement of records in a series or files unit; 3) Composing content descriptions of archive record containers; 4) Gathering background data regarding organization and function to assist in the development of inventories, finding aids, and/or administrative histories; and 5) Drafting correspondence in response to requests for readily-accessible archival information.

Education: Applicants must meet the following Basic Requirements of the Office of Personnel Management (OPM) Qualifications Standards Manual:

- Bachelor's degree in archival science **or** bachelor's degree with a major that includes 18 semester hours in archival science, history and/or in political science or government, and 12 semester hours in one or any combination of the following: archival science, history, American civilization, economics, political science, public administration, or government. ***OR***
- Combination of education and experience – at least 30 semester hours that included courses as shown in A above, plus appropriate experience or additional education.

In addition to meeting the Basic Education Requirement, the following can be substituted in order to meet the minimum qualification requirements of this position:

- **GS-09:**
  - You must have successfully completed a master's or equivalent graduate degree;
  - ***OR*** Successfully completed two full years of progressively higher level graduate education leading to a master's degree (https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/ federal-occupations-by-college-major/;)
  - ***OR*** Have a combination of experience and graduate education as described that equates to one year of experience (the percentage of the required education plus the percentage of the required experience must equal one hundred percent).
- **GS-07:**
  - You must have successfully completed one full year of graduate level education;
  - ***OR*** Successfully completed a bachelor's degree with superior academic achievement;
  - ***OR*** Have a combination of experience and education that equates to one year of experience (the percentage of the required education plus the percentage of the required experience must equal one hundred percent).

Position: Archivist (Photo)
Location: Smithsonian Institution, Smithsonian Libraries and Archives (SLA)
Posted: USA Jobs
Salary: $69,923-90,898

The Smithsonian Institution (SI) is the world's largest museum, education, and research complex, with 21 museums and the National Zoo. This position is in the Smithsonian Libraries and Archives (SLA). The Smithsonian Libraries and Archives gathers, organizes, and disseminates the records and history of the Institution to support its research, curatorial, exhibition, publication, public service, and education programs.

Duties: The Archivist (Photo) is responsible for providing reference, processing, description, preservation, and collection management services to the SLA 's vast photographic collections. **In this position, you will:**

- Monitor environment in cold storage facility, including environmental controls and safety issues.
- Apply professional archival methods and techniques to records, mainly photographic, including appraisal, description and digitization, basic preservation interventions and routine reference services.
- Provide research and reference services for photographic collections.

Qualifications: Basic Qualification Requirements:

- **A.** Bachelor's degree in archival science or bachelor's degree with a major that includes 18 semester hours in archival science, history and/or in political science or government, and 12 semester hours in one or any combination of the following: archival science, history, American civilization, economics, political science, public administration, or government. **OR**
- **B.** Combination of education and experience – at least 30 semester hours that included courses as shown in A above, plus appropriate experience or additional education.

In addition to meeting the basic requirement above, to qualify for this position you must also meet the specialized experience and/or education requirements listed below:

- **GS-09 Experience:** You qualify for this position if you have one year of specialized experience equivalent to at least the GS-07 level in the Federal Service. **For this position, specialized experience is defined as** providing processing, description, preservation, digitization, reference, and collections management services to large photographic collections (one million images or more). **OR**
- **Education:** 2 years of progressively higher level graduate education leading to a master's degree *or* master's or equivalent graduate degree
- **Or a Combination:** Education and experience may be combined to meet the basic qualifications. For a full explanation of this option please see the Qualification Standards. Special Instructions for Foreign Education: If you are qualifying by education and/or you have education completed in a foreign college/university described above, it is your responsibility to provide transcripts and proof of U.S. accreditation for foreign study. For instructions on where to fax these documents, see the "Required Documents" section of this announcement.

Posted in **Job Vacancies** | Tagged **Archivist**, **Firm Library**, **Government Library**, **Law Library**, **Public Services**, **Washington DC**

Four Positions: Virginia

Posted on **January 17, 2025** by **LLAM News**

Position: Discovery and Metadata Librarian
Location: George Mason University
Posted: MLA Jobline, ALA Joblist

Department: Library
Classification: Professional Faculty
Job Category: Administrative or Professional Faculty
Location: Fairfax, VA
Workplace Type: Hybrid eligible; up to 2 days of telework
Criminal Background Check: Yes
Salary: Salary is commensurate with professional experience and academic qualifications. Salary at appointment is dependent upon related qualifications and associate rank into which the candidate is hired: Librarian I (no less than $65,000), Librarian II (no less than $70,000), Librarian III (no less than $75,000), Librarian IV (no less than $80,000)

The University Libraries form an intellectual nexus for George Mason University. It fosters innovation, creativity, and imagination by facilitating access to scholarship and information, providing expert consultation in the research process, and actively teaching the effective and critical use of information. Moreover, it fulfills a critical role in the creation, dissemination, and preservation of knowledge.

The Access & Resource Management (ARM) division works across the Libraries to support the University's strategic goals and plan by acquiring, managing, and providing access to scholarly resources that enhance curricular and research needs. The division manages the lifecycle of the University Libraries' scholarly collection from budget development to point of ordering to provision of access and all associated maintenance and assessment. The division is comprised of seven departments: Resource Acquisition (acquisitions, payments, subscription and e-resource management), Resource Licensing & Delivery (licensing and interlibrary loan/resource sharing), Collections Strategy (collections development and analysis), Metadata Services (metadata, cataloging, processing and binding), Database Integrity & Analysis (data collection and analysis, reports, and database cleanup), Preservation Services (physical preservation, stacks, shifts, disaster preparedness and response), and Access Services (Fenwick Information Desk, circulation, consortial loan service, and reserves). We are committed to advancing diversity, equity, and inclusion in our workplace, as well as in the systems and services we build, as an inclusive excellence imperative.

Within ARM, the Metadata Services Department (MS) receives and provides in-depth cataloging and high quality description for the University Libraries and for national bibliographic databases of research materials purchased or acquired as gifts by the University Libraries in all formats, in all languages. MS oversees metadata creation across multiple departments within the University Libraries and works closely with Digital Strategies & Systems, the Special Collections Research Center, and Learning, Research & Engagement to ensure accurate metadata that can be repurposed for multiple uses and systems. The department also performs ongoing bibliographic and authority maintenance of the records in these databases as well as physical processing for these materials.

About the Position: The Discovery and Metadata Librarian plays a critical role in enhancing user access to library resources by overseeing metadata creation, maintenance, and discovery systems. This position works collaboratively across library departments to optimize resource discovery and improve access to physical, digital, and electronic collections. The Librarian also provides leadership in the adoption of emerging trends, standards, and technologies related to metadata management and discovery services, ensuring the library meets the evolving needs of the academic community. This position leads efforts to improve metadata quality of records for electronic resources in the library catalog (Alma), maintains standards for digital collections metadata in external repositories, and develops crosswalks for metadata to be shared and reused across platforms. Additionally, the Discovery and Metadata Librarian works to improve the discoverability of resources in the Libraries' discovery platform (Primo) by configuring display settings and curating collections of records. The Librarian is expected to stay abreast of evolving national and international cataloging trends, assist in the development, documentation, and implementation of new policies and procedures, and work collegially across the Libraries, University, and Washington Research Library Consortium. This position participates in committees and/or workgroups as required to share knowledge, develop best practices, and advance the work of the Libraries.

Responsibilities:

- **E-Resource Metadata Creation and Enhancement**
  - Leads efforts to improve MARC metadata for e-resources in the catalog (Alma) by creating metadata records and developing best practices for working with records in batch, using batch cataloging utilities such as MarcEdit.
- **Digital Collections Metadata Management**
  - Establishes procedures for and advises on the creation, maintenance, and reuse of metadata for digital and nontraditional library collections, in collaboration with subject specialists and content creators; and
  - Transforms metadata for migration between different library-managed platforms and harvesting by external platforms, creating necessary crosswalks between different data schemas.
- **Physical Materials Cataloging**
  - Performs original and complex copy cataloging of monographs, serials, audiovisual materials, and other types of materials as needed by the department, assisting in developing and documenting departmental workflows.
- **Discovery System Management**
  - Ensures that library metadata is accurately displayed to the end user by discovery platforms so that resources are discoverable and shareable; and
  - Assesses discovery systems' utility and recommends enhancements to better meet user needs.
- **Service and Scholarship**
  - Participates in the University Libraries' governance activities; and
  - Engages in university and professional service, and in research and creative work as outlined in the George Mason University Librarians' Handbook.
- **Other duties as assigned**

Required Qualifications:

- MLS degree from an ALA-accredited institution or foreign equivalent;
- Experience creating metadata for library resources or completion of significant coursework in this area;
- Experience working with integrated library systems for technical services processes, such as acquisitions, cataloging, or e-resource management;
- Demonstrated knowledge of national and international metadata formats, standards, and controlled vocabularies (e.g., MARC, RDA, LCSH, LCC, Dublin Core, MODS, EAD, etc.);
- Knowledge of metadata processing and automation tools (e.g. OpenRefine, MarcEdit, XSLT, etc.);
- Ability to manage multiple projects with competing deadlines and deliverables;
- Analytical, detail-oriented, problem-solving, and creative thinking skills; and
- Ability to work both independently and collaboratively with others.

Preferred Qualifications:

- Experience establishing and implementing standards for library or archival metadata;
- Experience working with library metadata in XML;
- Experience cataloging e-resources in MARC;
- Knowledge of metadata harvesting tools and protocols (e.g. OAI-PMH);
- Working knowledge of digital asset management systems such as DSpace;
- Working knowledge of library discovery layers such as Primo;
- An awareness of current cataloging issues and trends, especially Linked Data/BIBFRAME and RDF/SPARQL;
- Familiarity with authority work; and
- Bibliographic knowledge of one or more languages other than English.

Instructions to Applicants: For full consideration, applicants must apply for ***Discovery and Metadata Librarian*** at https://jobs.gmu.edu/. Complete and submit the online application to include three professional references with contact information, and provide a Cover Letter/Letter of Intent with Resume for review.

Posting Open Date: January 9, 2025
For Full Consideration, Apply by: February 2, 2025

Position: Biological Sciences Librarian
Location: George Mason University
Posted: MLA Jobline
Salary: $65,000-80,000

Department: Library
Classification: Professional Faculty
Job Category: Administrative or Professional Faculty
Location: Manassas, VA
Workplace Type: Hybrid Eligible with up to 2 day of telework
Criminal Background Check: Yes
Salary: Salary is commensurate with professional experience and academic qualifications. Salary at appointment is dependent upon related qualifications and associate rank into which the candidate is hired: Librarian I (no less than $65,000); Librarian II (no less than $70,000); Librarian III (no less than $75,000); Librarian IV (no less than $80,000)

About the Department: The University Libraries form an intellectual nexus for George Mason University. It fosters innovation, creativity, and imagination by facilitating access to scholarship and information, providing expert consultation in the research process, and actively teaching the effective and critical use of information. Moreover, it fulfills a critical role in the creation, dissemination, and preservation of knowledge.

The Learning, Research, and Engagement Division (LRE) of the University Libraries has primary responsibility for the spectrum of services and programs related to the outward-focused, direct engagement with undergraduate and graduate students and faculty pertaining to teaching, learning, and research, including the assessment of such services and programs. Through the Teaching and Learning Team and the three disciplinary teams (Arts and Humanities, STEM, and Social Sciences), the LRE division works continuously with individual faculty, graduate students, and undergraduates on their individual learning and research needs through collaboration with academic departments and colleges. Additionally, the LRE division advances the University Libraries' goals and plans. We are committed to advancing diversity, equity, and inclusion in our workplace, as well as in the systems and services we build, as an inclusive excellence imperative.

About the Position: The Biological Sciences Librarian is assigned to the Libraries' Science and Technology team. The team serves the College of Engineering and Computing, the College of Health and Human Services, and the College of Science, as well as several STEM-H multi-disciplinary university-level institutes and centers. Within the team, the programmatic role of the Biological Sciences Librarian is to assist with planning and related support to ready the University Libraries for the provision of library resources and services in support of the university's growing programs in the field of biological sciences and their increasing intersections with other STEM fields. Support for these programs includes the following responsibilities: instruction, reference, research consultations, collection development, and academic outreach. Additional duties will extend to such areas as research data support for faculty and students, grant assistance for faculty, and other subject liaison assignment(s) within the scope of the three aforementioned colleges and STEM-H institutes/centers. The position collaborates with the Libraries' Data & Digital Scholarship Services, the Mason Publishing Group, and the Collections Strategy unit, as well as with other library departments more broadly and across the university, to support research and data efforts, methods, and tools.

Responsibilities:

- **Instruction**
  - Uses general and subject-specific knowledge and resources, as well as current technologies and appropriate pedagogies, to develop and deliver high-quality instruction to STEM faculty, staff, and students in assigned subject areas;
  - Develops a strong understanding of the research and teaching needs of emerging engineering programs in order to design new and enhance existing services in anticipation of these needs;
  - Actively engages with faculty, students, and staff in engineering programs to develop strong working relationships and partnerships;
  - Participates fully in the research and teaching initiatives of the libraries, including conducting workshops and training sessions, as needed; and
  - Attends training sessions to maintain and enhance skills.
- **Reference and Research**
  - Provides general and expert academic discipline-based reference and consultation, research assistance and course support;
  - Reference service (on-call/virtual reference) as scheduled;
  - Develops and implements creative library services and programs to integrate collections with teaching and research, including maintaining content for the library's online and print guides, as needed;
  - Keeps abreast of curricular and program changes in assigned programs and follows trends in reference and information services, particularly in academic libraries; and
  - Assesses the impacts and outcomes of reference/research services and programs in assigned subject areas and implements changes or improvements.
- **Collection Development and Information Management**
  - Works closely with faculty from assigned departments, selects, recommends, monitors, evaluates, and manages reference and research collections (in all formats) in the assigned disciplines to meet curricular and research needs;
  - Works with special collections to identify and acquire archives/other special materials;
  - Participates in system-wide shared collection initiatives and activities, and as a member of the Science and Technology Team, participates in setting and achieving annual goals and tasks as established by the team;
  - Monitors trends and maintains knowledge, skills and expertise with regard to relevant general and subject-area databases, relevant publishers/vendors, intellectual access mechanisms, resource formats, and library and information technologies; and
  - Proactively supports initiatives in open access and sustainable collections, open science, and open data.
- **Scholarly Communication, Outreach, and Engagement**
  - Proactively supports researchers on scholarly communication models and promotes the use of open-access sources and tools to faculty, students, and researchers;
  - Helps researchers find, manage, and critically evaluate information and data, as well as affiliated research tools, platforms, and infrastructure;
  - Supports researchers in data management and data services in assigned fields;
  - Builds internal and external partnerships to support this activity;
  - Promotes library services, resources, and programs to the Mason community at the Fairfax campus;
  - Initiates and strengthens communication channels between the Libraries and programs by forming partnerships with faculty and students in assigned academic programs; and
  - In collaboration with library colleagues, markets library services and programs at Mercer Library and Mason Square Library, as appropriate.
- **Service and Scholarship**
  - Participates in the University Libraries' governance activities. Engages in university and professional service, and in research and creative work as outlined in the George Mason University Librarians' Handbook.
- **Other related duties as assigned**

Required Qualifications:

- Master's degree from an ALA-accredited library and information science program OR a certified foreign equivalent required;
- Knowledge of key information resources in a variety of scientific disciplines, including resources for data discovery, data literacy, or library services that support data management and analysis;
- Familiarity with providing library instruction and research support in STEM-H that support the educational goals of a multicultural student population;
- Demonstrated understanding of electronic resources and information technologies to support reference, research, and collection development in biology or health sciences/medical-related or other STEM-H disciplines;
- Aptitude for collaborating with instructional faculty to help students achieve learning outcomes such as information literacy, written communication, problem-solving, critical thinking, and integrative learning;
- Development of strategies for doing outreach and building relationships with faculty to deliver high-impact services and resources, and capacity to adapt outreach skills to the Mason Libraries context; and
- Ability to build collaborative and mutually beneficial working relationships with people of varying backgrounds.

Preferred Qualifications:

- Degree in Biology, Bioengineering or health sciences-related field, OR significant coursework in those areas;
- Experience providing library instruction and research support in STEM-H that support the educational goals of a multicultural student population;
- Demonstrated experience with electronic resources and information technologies to support reference, research, and collection development in biology or health sciences/medical-related or other STEM-H disciplines;
- Experience collaborating with instructional faculty to help students achieve learning outcomes such as information literacy, written communication, problem-solving, critical thinking, and integrative learning;
- Experience with key information resources in a variety of scientific disciplines pertaining to data discovery, data literacy, or library services that support data management and analysis;
- Knowledge of data management planning, scholarly communications, and open access concepts and trends; and
- Familiarity with research trends and with ethical, legal, and policy issues in the broader biomedical and health sciences areas.

Instructions to Applicants: For full consideration, applicants must apply for ***Biological Sciences Librarian*** at https://jobs.gmu.edu/. Complete and submit the online application to include three professional references with contact information, and provide a Cover Letter/Letter of Intent with Resume for review. Please note that candidates selected for the final interview will be expected to come to the Fairfax campus and present, based on an assigned prompt, to a hybrid audience (in-person and online) consisting of Library faculty, staff and students.

Posting Open Date: December 19, 2024
For Full Consideration, Apply by: January 26, 2025

Position: Information Services Librarian (Librarian I)
Location: Fairfax County Government (Burke)
Posted: SLA, ALA Joblist
Salary: $58,529-97,549

Job Announcement: Provides information services to customers of all ages, including reference, programming and outreach, and inter-library loan. Recommends reading materials to customers with an emphasis on services to adults. Performs entry-level professional librarian work utilizing specialized professional knowledge to manage the collection, including weeding, replacements, input to collection development, and annual periodical selection. Communicates and interprets library policies and procedures to the public. Performs other duties as may be assigned to further the goals and objectives of Fairfax County Public Library.

Note: This job announcement may be used to fill a future vacancy.

Salary: The selected applicant's starting annual salary will be in the minimum to midpoint range ($58,529.74 to $78,039.52) of the advertised compensation range; compensation rules apply per County personnel regulations for current Fairfax County Government and Fairfax County Public Schools employees.

Schedule: Scheduling flexibility is imperative. Standard hours may include day and/or evening hours to include weekdays and weekends as assigned. The schedule may vary depending on the needs of the library.

Illustrative Duties: *(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

- Answers informational and reference questions from customers using print and electronic resources;
- Assists and instructs customers in the use of print and online materials and technology;
- Advises and assists customers in the selection of books, periodicals, media, and other materials;
- Plans and provides programs and outreach to customers of all ages;
- Maintains collection by weeding, marketing, and merchandising library materials;
- Troubleshoots library computers and reports unresolved problems through proper channels;
- Performs copy cataloging of library materials;
- Identifies materials to be considered for addition to the library collection;
- Remains current in resources, services and technologies in the information field;
- May supervise volunteers;
- May serve as person in charge.

Required Knowledge Skills and Abilities: *(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)*

- Knowledge of the principles, standards, and practices of library science;
- Knowledge of library reference sources and methods;
- Ability to create or curate professional resources;
- Ability to use professional knowledge to manage the library's collection;
- Ability to prioritize and manage a self-directed workload;
- Ability to provide information service to customers of all ages;
- Ability to establish and maintain good working relationships with others;
- Ability to exercise tact, good judgment, and initiative;
- Knowledge of word processing and computer applications;
- Ability to communicate effectively orally and in writing to answer reference questions and provide reading guidance;
- Knowledge of the Library's operating procedures;
- Ability to interpret Library policy for staff and the general public;
- Ability to promote interest in library services;
- Ability to plan and provide community-oriented library programs and outreach;
- Ability to adapt to workplace change;
- Ability to classify and catalog material.

Employment Standards

- **MINIMUM QUALIFICATIONS:** Master's degree from an ALA (American Library Association) accredited library school; or ability to obtain a Master's degree from an accredited library school within three months of the job advertisement closing date.
- **CERTIFICATES AND LICENSES REQUIRED:** Possession of a certificate issued by the Virginia State Board for Certification of Librarians required within three (3) months of appointment to the position.
- **NECESSARY SPECIAL REQUIREMENTS:** The appointee to this position will be required to complete a criminal background check and child protective services check to the satisfaction of the employer.
- **PREFERRED QUALIFICATIONS:**
  - Experience working in a library setting.
  - Strong customer services skills.
  - Experience conducting reference interviews and assisting the public in locating reading materials and information.
  - Experience explaining library policies and procedures.
  - Experience planning and providing programs and outreach to adults.
  - Demonstrated knowledge and experience with electronic book reading devices and basic knowledge of e-book downloading procedures.
- **PHYSICAL REQUIREMENTS:** Ability to lift up to 15 lbs. Ability to input, access, and retrieve information from a computer. Ability to perform repetitive hand, arm, wrist and shoulder movements. Ability to stand for 2 hours at a time. Ability to shelve materials at all height levels. Ability to stoop, bend, reach, squat, and kneel. Ability to travel to various locations throughout Fairfax County to provide coverage, attend meetings and trainings. Physical requirements are applicable to all duties. Ability to push and pull 4-wheeled book bins filled at 90% capacity, requiring 20 lbs. of initial (starting) force, and a sustained force of 10 lbs. after initial acceleration. Ability to push and pull 4-wheeled book carts filled at 70% capacity, requiring 14 lbs. of initial (starting) force, and a sustained force of 7 lbs. after initial acceleration. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE: Panel interview and may include exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home (Spanish, Asian/Pacific Islander, Indo-European, and others) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

Position: Deputy Library Director
Location: Fairfax County Government (Fairfax)
Posted: SLA ALA Joblist
Salary: $125,444-219,527

Job Announcement: Assists the director of Fairfax County Library with the administration and operation of the library system. Coordinates and manages the activities and functions of administration, public services, and technical services. Provides oversight for branch facilities and capital improvement projects. Directs the strategic planning process and the development of short-term goals. Collaborates with branch managers and the director's leadership team to allocate resources and coordinate services. Participates in administrative meetings of the library; attends Library Board of Trustees meetings.

This position reports directly to the director of Fairfax County Library and is a security sensitive position and serves as acting director in the absence of the director. Work is performed under minimal supervision with extensive latitude for the use of initiative and independent judgment and performance is based upon completion of assignments and results obtained.

Note: To view a recording of the Realistic Job Preview (RJP), please click here. The RJP is an opportunity to hear an overview of the position and learn important aspects of the work. Attendance is not required to be considered for this position.'

Illustrative Duties:

- Plans, organizes, directs and evaluates library operations and services to meet the Library system's mission, goals and objectives;
- Analyses Library operations and services needs and recommends changes in policies, procedures, practices, equipment, facilities, and/or staffing to meet identified needs;
- Sets priorities for service provision;
- In collaboration with the Library Director, evaluates, develops, oversees and implements policy changes;
- In collaboration with the Library Director, leads the development and justification of proposed annual budget and gives general supervision to the expenditure of Federal, State and local appropriated funds.
- Collaborates with Library Director and staff in planning and establishment/renovation of branch Libraries and expansion of library services;
- Collaborates with Branch Managers and members of the executive Leadership Team to allocate staff resources and coordinate programs and services;
- May initiate and plan surveys of library services and facilities;
- Interviews and selects professional librarians;
- Directs preparation of monthly, annual and special reports;
- Serves as a liaison between the Library and communities it serves, develops positive relationships with civic and community organizations, Friends of the Library groups, and elected and appointed officials;
- Collaborates with Library Director regarding the Library's public information programs; speaks before civic groups and organizations regarding Library policies and services; attends national, state and local meetings and conferences;
- Recommends, plans, organizes and coordinates special projects;
- Attends Library Board meetings;
- Represents the Library in the absence of the Director.

Required Knowledge Skills and Abilities:

- Knowledge of fundamental principles and practices of library operations, techniques, resources, programs, and services;
- Knowledge of administration, including organization, human resources, management, capital improvements, and budgeting;
- Knowledge of strategic planning including community analysis, goal setting, and resource allocation;

- Knowledge of different areas of library work such as circulation, cataloging, reference, children and adult services, electronic services, etc.;
- Knowledge of current trends and issues in libraries;
- Ability to compile and analyze data and to prepare a variety of reports;
- Ability to plan, direct and supervise the work of subordinate personnel;
- Ability to communicate complex concepts orally, in writing, or in presentations;
- Ability to work effectively with subordinates, co-workers, other County officials, community groups and officials, and the general public.

Employment Standards

- **MINIMUM QUALIFICATIONS:** Graduation from a college or university with a master's degree from an ALA-accredited library school; plus, five years of increasingly responsible professional library experience; three years of the required experience must include supervision and management experience (i.e., library branch or library system administration level) in a urban or suburban public library system.
- **CERTIFICATES AND LICENSES REQUIRED:** Possession of a certificate issued by the Virginia State Board for Certification of Librarians-Required within 3 months
- **NECESSARY SPECIAL REQUIREMENTS:** The appointee to this position will be required to complete a criminal background check and credit check to the satisfaction of the employer.
- **PREFERRED QUALIFICATIONS:**
  - Five or more years of increasingly responsible professional library experience, to include demonstrated library management experience.
    - Previous managerial experience as a branch manager or manager in a library Administration department/division with proven experience in the oversight, evaluation, and improvement of library programs, services and technology.
    - Demonstrated experience assisting with or leading the preparation, maintenance, presentation, and justification of program budgets, to include assisting with or leading the management of the expenditure of appropriated funds.
    - Superior customer service skills and the ability to build long-lasting business relationships with elected officials, governing boards, County Executive leadership, community representatives, staff employees, employee groups, and other groups.
    - Direct experience working with library boards.
- **PHYSICAL REQUIREMENTS:** Ability to travel to various locations throughout Fairfax County to provide coverage, attend meetings and trainings. Ability to input, access and retrieve information from a computer. Ability to lift up to 10 pounds. Duties are sedentary. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE: Panel interview and may include exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home (Spanish, Asian/Pacific Islander, Indo-European, and others) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.
Posted in **Job Vacancies** | Tagged **Academic Library**, **Public Library**, **Technical Services**, **Virginia**