

# The New York Public Library

<b>Position Title:</b>	IMLS Preservation Administration Fellow (Specialist II or Specialist I on a training basis)
<b>Available:</b>	January 2010 (this is a temporary position of nine-months duration)
<b>Salary:</b>	Specialist II: \$34,797/\$38,305* (*new base salary after 6 months) Specialist I on a training basis: \$31,979 Note: salaries listed are the prorated figures based on a nine-month employment period
<b>Hours:</b>	Monday – Friday 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Schedule subject to change

The Institute of Museum and Library Services (IMLS) Laura Bush 21<sup>st</sup> Century Librarian Program has awarded funds to The New York Public Library (NYPL) and Yale University Library for a series of eight (8) nine-month preservation administration fellowships in the Preservation Division from 2010-2012. NYPL will be hosting five of these fellows, one in the first year and two in each of the subsequent years.

The purpose of the IMLS Preservation Administration Fellowship is to develop 21st century preservation administrators by giving qualified candidates the opportunity to apply administrative skills in preservation in the setting of a large research library with a comprehensive preservation program. These skills will be directed toward specific preservation administration projects, preventive/ treatment/ reformatting/ outreach projects and broader administrative activities.

## General Description:

- Surveys the condition of collections; assesses current preservation procedures and needs, assists in preparation of a grant proposal, and works on other appropriate special projects, based on the Fellow's experience and interests.
- Participates in planning sessions, policy discussions, and other library-wide preservation-related activities.
- Reporting to the Assistant Director for Preservation, learns the operations of and works in each Preservation Division unit.
- Travels to various locations: NYC sites, Yale University Library, Rutgers University Library Archives and Special Collections (field work), and select programs/meetings outside of the northeastern United States.

## Eligibility Requirements:

- MLS/MLIS/MIS degree from an American Library Association-accredited library school or a Master's degree in a relevant discipline.
- Successfully demonstrated professional experience required to be considered at the Specialist II level.
- Knowledge of current preservation, conservation, and reformatting practices and techniques as applied to library and archival materials, as demonstrated through previous relevant experience and/or successful completion of a certificate program or concentration in the preservation of library and archival materials.
- Knowledge of the history of books and papermaking, and the problems and causes of book and paper deterioration.
- Demonstrated computer and related technology skills.
- Excellent oral and written communication and interpersonal skills, including the ability to work independently and as part of a team.
- Ability to work in a complex and changing environment.
- Experience in a public research library or comparable cultural organization preferred.
- Familiarity with the history of and preservation of media formats preferred.

**The Institution:**

The New York Public Library comprises simultaneously a set of scholarly research collections and a network of community libraries, and its intellectual and cultural range is both global and local, while singularly attuned to New York City. That combination lends to the Library an extraordinary richness. It is special also in being historically a privately managed, nonprofit corporation with a public mission, operating with both private and public financing in a century-old, still evolving private-public partnership. The research collections of over forty-four million items resemble the holdings of the great national and university libraries, and the community circulating libraries with over seven and a half million items resemble classic American municipal libraries.

In 2008, as part of a major Library reorganization that unified the Research and Branch Libraries, the Barbara Goldsmith Preservation Division expanded from a research library-centered program to an institution-wide program to preserve the Library's permanent assets in all formats housed in more than ninety-one buildings in Manhattan, the Bronx, Staten Island, and the ReCAP high-density storage facility in New Jersey. The Division supports the mission of The New York Public Library by preserving both the artifacts that comprise our rich collections and the intellectual record that they contain in order to ensure their long-term survival and access for current and future generations. A wide variety of preservation and access activities are performed in the Division's program areas, which consist of Collection Care, Field Services, Conservation Treatment, Preservation Reformatting, Audio Preservation, and Moving Image Preservation, as well as the Registrar's Office for exhibitions, loans, and collections. Commercial library binding is a shared library responsibility as is digital preservation program development.

**Benefits:**

Benefits include health benefits, vacation days; federal holidays and sick leave. Specific for this grant, a housing stipend will be offered. Relocation expenses will not be paid.

**For inquiries about the position, contact:**

Evelyn Frangakis

Aaron and Clara Greenhut Rabinowitz Assistant Director for Preservation

Barbara Goldsmith Preservation Division

The New York Public Library

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**To apply:**

Interested individuals should apply via our online application system at [www.nypl.org/jobs](http://www.nypl.org/jobs). Applications received by September 14, 2009 will be given first consideration.

All offers for a position with The New York Public Library are contingent upon successful completion of the background check and drug screen and results consistent with NYPL's employment policies.

The New York Public Library is an Equal Opportunity/Affirmative Action Employer, committed to diversity and inclusion in the workplace.