

Yale University

2010 IMLS Preservation Administration Fellow

Preservation Department

Fixed Duration: 9 months from date of hire; non-renewable

Expected Start: January 4, 2010

THE UNIVERSITY AND THE LIBRARY

One of the world's leading research libraries, Yale University Library is a full partner in teaching, research, and learning at Yale and is visited by scholars from around the world. A distinctive strength is its rich spectrum of resources, including approximately thirteen million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaging in numerous projects to expand access to its physical and digital collections. Housed in twenty-two buildings including the Sterling Memorial Library, the Beinecke Rare Book and Manuscript Library, and the new Bass Library, it employs a dynamic and diverse staff of nearly six hundred who offer innovative and flexible services to library readers. To learn more about Yale University Library and its collections and services, visit <http://www.library.yale.edu/>.

THE PRESERVATION DEPARTMENT

The Yale University Library Preservation Department, started in 1971, is one of the oldest in the country. Responsible for the long-term care of the rich and unique record of human thought and creativity contained in the Yale University Library collections, it has strong administrative support and has played a major role in the development of the preservation field. The Department consists of units covering special and general collections conservation and reformatting collections, with system wide responsibilities for: the treatment of rare and special collections materials and circulating materials; mass deacidification; and staff and user education and consultation on wide variety of preservation concerns. For more information, visit <http://www.library.yale.edu/preservation/>.

POSITION DESCRIPTION

The Institute of Museum and Library Services (IMLS) Laura Bush 21st Century Librarian Program has awarded funds to The New York Public Library and Yale University Library for a series of eight (8) nine-month preservation administration fellowships over the next three years. The Yale University Library's Preservation Department will be hosting three of these fellowships, one per year. The purpose of the IMLS Preservation Administration Fellowship is to develop twenty-first century preservation administrators by giving qualified candidates the opportunity to apply administrative skills in preservation in the context 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.

Under the direction of the Head of Preservation Department / Chief Preservation Officer, the IMLS Preservation Administration Fellow will spend time learning the operations of and working in each Preservation Department unit. The selected candidate will have a special project to complete, which may be a collection condition survey; assessing current preservation

procedures and needs; assisting in preparation of a grant proposal; or other appropriate projects, based on the Fellow's experience and interests. The Fellow will have the opportunity to participate in planning sessions, policy discussions, and other library-wide preservation-related activities. Will require travel to: NYPL, University of Connecticut at Storrs (field work), and select programs/meetings outside of the northeastern United States. May be required to assist with disaster recovery efforts. May be assigned to work at the West Campus of Yale University located in West Haven, CT.

QUALIFICATIONS

Master's degree from an ALA-accredited program for library and information science and advanced certificate in preservation administration and/or equivalent demonstrated knowledge of preservation administration theory and practice, including current preservation, conservation, and reformatting practices and techniques for library and archival materials through prior relevant experience. Knowledge of the history of books, papermaking, and the problems and causes of book and paper deterioration. Excellent written and oral communication skills. Demonstrated computer and technology skills in a variety of workstation, web and online bibliographic applications. Ability to work in a complex and changing environment with diverse staff and users.

The IMLS Preservation Administration Fellowship is a competitive fellowship. Applications consisting of a cover letter, resume, and contact information of three professional references should be sent to Amy Burlingame, Human Resources Supervisor and Staffing Representative, at hrlibrary@yale.edu, postmarked **no later than September 14, 2009**. Applications received by the deadline will be given first consideration. There is no application form. Please be sure to include "IMLS Preservation Fellowship" in the e-mail subject and cover letter. Offer is contingent upon successful completion of a background check. The IMLS Fellow is a nine (9) month fellowship at Yale, and will receive an award of \$37,875, prorated over the fellowship term. Health insurance will be provided.

BACKGROUND CHECK REQUIREMENTS

All external candidates for employment will be subject to pre-employment screening. All offers are contingent on successful completion of a background check.

Yale University is an affirmative action/equal opportunity employer. Yale values diversity in its faculty, staff, and students and strongly encourages applications from women and members of underrepresented minority groups.