

2. Create a job posting for that entry-level information professional. Include a list of some places to which you may want to send your ad.

### Librarian I

Purpose: Museum X is a progressive museum focusing on history. It also has some works of art and architectural plans that support the collection. The library is a combined library and archive with a research room for rare and archival materials. Another section of the library provides books in support of exhibits and local educators. Computers allow access to online databases and journals. Rare books and archival materials do not circulate for the protection of the materials. Specialized books and educational materials do not circulate to allow more people to access them.

The entry-level librarian supports the mission of Museum X by assisting staff members and patrons with their basic research needs. He or she also maintains a clean and secure environment for library materials and users.

#### General Duties:

- \* Instructs patrons in the proper handling of rare books and archival materials in some cases the librarian will handle the materials for patrons
- \* Assists patrons in finding specific items within the library
- \* Instruct patrons in usage of computer databases and other finding aids
- \* Provides assistance when computer problems arise
- \* Supports volunteers and interns as needed in their work
- \* Cleans rare library and archival materials according to schedule and methods designated by curator
- \* Responds to general queries from patrons via E-mail, refers more difficult questions to higher ranking librarians
- \* Helps other librarians with preparations for online and in museum "Educators' Discussions"

Qualifications: Masters degree from an ALA accredited library science program. Knowledge of history and passion for history. Computer skills including Internet and database research skills, ability to use Microsoft Office (Access, Excel, Word, and PowerPoint). Comfort interacting with the public including historians, journalists, writers, genealogists, professors, teachers etc. Knowledge of French is beneficial, but not required.

Compensation: Commensurate with experience. \$34,000 - \$40,000 per year

Health and dental insurance, Employee pays co pay

Membership to Museum X

Subsidized public transportation

This posting would be submitted to the American Association of Museums, the Society of American Archivists, the Special Libraries Association, the Connecticut Library Association, and the Connecticut League of History Organizations.