

## American Craft Council Seeks Librarian

The librarian is responsible for the effective management of day-to-day operations and long-range planning for the American Craft Council library in accordance with its mission to acquire, organize, preserve and provide information about craft.

### **Duties:**

Develops short/long-range planning goals leading to the recognition of the library as a premier source for information about contemporary craft. Develops, recommends and/or implements library policies, procedures and plans.

Oversees, monitors, and modifies cataloging of new books and exhibition catalogs into OCLC, and the library's online catalog.

Develops and/or modifies library databases to provide the information the library staff and patrons need to answer reference queries efficiently and accurately.

Reference and patron assistance. Responds to reference questions/requests; assists patrons as needed.

Evaluates and selects monographs, exhibition catalogs, serials, non-print and electronic media with the assistance of Council staff members.

Assesses current archival holdings. Develops and implements a plan for the organization, description, maintenance and preservation of the council's archives.

Develops and maintains craft artist, pamphlet and other files.

Maintains the vendor relationship with EBSCO, checks in new issues, and completes bi-annual binding projects.

Expands awareness of the richness of the library's collection with the general public, ACC members, and other organizations and libraries.

### **Qualifications:**

MLS or MLIS from ALA-accredited program.

Supervisory experience in specialized library setting. Experience in art/craft library collection is very desirable.

Cataloging experience with OCLC Client or web based WorldCat.

Strong reference skills in both print and electronic media.

Working knowledge of AACR2, LCSH, LC classification, and MARC.

Ability to work with databases, familiarity with InMagic system is ideal.

Knowledge of archive organization and preservation.

**Email cover letter and resume to Alanna Nissen, [anissen@craftcouncil.org](mailto:anissen@craftcouncil.org)**