

PORTSMOUTH ATHENAEUM
Research Librarian / Cataloger
To work: 7-12 hours per week
Reports to: Librarian

July 2024

Responsibilities include:

- Orderly operation of Research Library during open hours
- Greeting, signing in and assisting patrons
- Retrieval of library materials from vaults, stacks, or other storage and timely re-shelving by the end of the day
- Managing phone inquiries, messages, and reservations
- Managing research requests by mail and email
- Working with Librarian in cataloging, accessioning, and de-accessioning new, donated, rare print media (books, pamphlets, cds, microfilm), and some ephemera materials using PastPerfect software
- Acknowledging gifts of library materials, unless previously acknowledged by other staff
- Proper Processing of materials with appropriate book plate and label, including maps and ephemera
- Assisting Librarian in managing location information for materials
- Assists Librarian with general library tasks

Skills Required:

- Strong social inter-personal manner in dealing with the public, library Proprietors, and other staff
- Organizational skills and ability to prioritize needs
- Knowledge of research and reference methods
- Willingness to work most Saturdays.

Experience needed:

- Some library experience.
- Experience with computers and online catalogs as well as familiarity with Library of Congress cataloguing (some original cataloguing is necessary when marc records are not available for unique items) is important. Some knowledge of local history is desirable.

Wage \$18-20

To Apply, send resume and letter of interest to:

Thomas Hardiman, Keeper and Executive Director
Portsmouth Athenaeum
PO Box 366
Portsmouth, NH 03802-0366
603-431-2538
thardiman@portsmouthathenaeum.org