

G.A. position (.25 FTE) available in the Rare Book and Manuscript Library

The Rare Book & Manuscript Library (RBML) has an opening for a quarter-time GA, for one calendar year commencing Aug. 16, 2008, primarily to work on technical service projects. The incumbent will work under the supervision of the Rare Book Collections Librarian, Alvan Bregman, on the following projects: 1) rare book cataloging (descriptive), holding- and item-record creation and maintenance, transfers of materials to and from remote storage and other locations; 2) organization of literary archives and manuscripts; 3) reference work in special collections; and 4) exhibition preparation.

Required: Demonstrated knowledge of cataloging, or concurrent enrolment in a GLSIS cataloging course; computer literacy; background demonstrating interest in rare and special materials.

Desired: Digital imaging skills; knowledge of metadata schemes; web design skills; working knowledge of Latin and/or one or more western language (besides English); experience in a rare book or special collections environment.

Please send letters of interest and c.v. by e-mail to:

Alvan Bregman
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