

WESTMORELAND

HISTORICAL SOCIETY

Where history is present.

Position Title: Library and Archives Manager

Overview:

The Library Coordinator supports the daily operation and management of the Calvin E. Pollins Memorial Library. The Library Coordinator helps maintain an organized, welcoming, and researcher-friendly environment while developing practical experience in reference services, collections management, archival description, volunteer coordination, and reporting.

Training and guidance are provided as needed.

The regular work schedule is Wednesday through Saturday 10:30-4:30, not to exceed 26 hours per week.

Principal Responsibilities

Reference Management

- Welcome visitors and researchers in a friendly and professional manner.
- Maintain a sign-in log of library users.
- Provide an orientation to the library, including policies, procedures, and finding aids.
- Assist researchers in locating materials, making copies, and navigating collections.
- Coordinate research requests and schedule volunteers to assist when appropriate.
- Prepare invoices for copying and research services for processing through the Shop.
- Mail completed research reports as needed.

Library & Collections Experience

- Maintain the Calvin E. Pollins Memorial Library according to established organizational systems.
- Re-shelve books and materials used by researchers.
- Process and integrate new acquisitions into the collection.
- Enter and update catalog records in PastPerfect (training provided if needed).
- Assists in recommending selections of materials and deselection of materials.
- Ability to learn new technology and effectively use it to perform assigned duties
- Assist with processing donations, including acknowledgment letters.
- Ability to produce reports, perform basic PC troubleshooting, able to catalog and processes all types of library materials, maintain library collections
- Assist the Director of Collections and Interpretation with exhibit planning and development.
- Assist the Director of Collections and Interpretation and Director of Education with exhibit related educational materials and programming.



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Volunteer Coordination

- Schedule, train, develop a new training manual, and supervise library volunteers.
- Track volunteer hours and activities.

Administrative & Professional Development Tasks

- Monitor and respond to inquiries received via the history@ email account, or forward messages to appropriate staff
- Create content for digital and e-newsletters, social media posts, website updates, etc.
- Prepare monthly reports on library usage involving visitors, research requests, phone calls, and volunteer activity.
- Occasional gift shop management.
- Open and close the site independently
- Assist with set up for on site meetings and gatherings.
- Perform other duties as assigned

Qualifications

Required / Core Skills

- Interest in library science, archives, public history, or a related field.
- Research experience or coursework in history or a related discipline.
- Strong organizational and communication skills.
- Ability to interact professionally and pleasantly with the public.
- Basic computer skills and willingness to learn new systems and software.

Preferred (Not Required)

- Familiarity with library or archival practices.
- Bachelor's degree in a related field such as history, library science, museum studies; Master's degree preferred
- Four years of experience working with the public in a library or archives environment
- Experience with or exposure to:
 - PastPerfect or other collections management software
 - Encoded Archival Description (EAD)
 - Digitization historic collections
 - OCLC / WorldCat
- Experience working with volunteers or in a customer service setting.



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Please send resume, coverletter, and references to lauren@westmorelandhistory.org

