

## **Two Library Assistants**

**Part-time, 18 hours per week**

### **The Historical Medical Library of the College of Physicians of Philadelphia**

The College of Physicians of Philadelphia seeks two dependable and diligent part-time Library Assistants to assist in a 2-year library deaccessioning project. This project contributes to a larger transformation of the Library and building space, leading to increased accessibility and a collection curated to support research and exhibitions on the history of medicine.

The Historical Medical Library of The College of Physicians of Philadelphia (*Birthplace of American Medicine*®) is one of the largest medical history collections in the United States with over 325,000 volumes including monographs, journals, manuscripts, archives, prints, photographs, pamphlets, and incunabula. It was designated a historical library in 1996 to recognize its function as a repository for the history of medicine.

**Responsibilities:** Reporting to the Collections Management Librarian, the part time library assistants will assist in the deaccessioning and disposition of books and journals from Library collections.

The part-time Library Assistants will assist in the logistical and recordkeeping aspects of the deaccession process. They will assist in the physical removal of deaccessioned material from Library stacks; work in tandem with the other part-time library assistant; update MARC catalog records to reflect accurate Library holdings; update card catalog to reflect holdings; and assist with consolidation of remaining collection items into one area.

### **Tasks**

- Physically remove journals and books from shelves. Walk up and down stairs, reach up high and bend low to remove books from shelves, push carts loaded with library materials, move heavy boxes
- Pack and label materials for transfer to other institutions
- Update the online public access catalog (OPAC), correcting current records with Library holdings or creating new records for items with no entries
- Update the card catalog with accurate holdings and remove obsolete cards
- Track work progress with Excel and task management apps
- Communicate about work progress through email and regular meetings
- Consolidate materials after deaccession. Rearrange materials in stacks to make space
- All other tasks as required by job

### **Qualifications**

- Minimum education level required: Associate's degree
- Experience working in a library preferred
- Knowledge of, or ability to learn, all the rules and tools of cataloging including MARC, RDA, LCSH, and MeSH
- Proficiency with computers and Microsoft Office suite

- Ability to track work with Excel and task management apps
- Ability to adapt to changes in process
- Excellent organizational skills and superb attention to detail
- Excellent written and oral communication skills
- Ability to work independently, while also being able to work collaboratively with College Staff and fellow part-time workers
- Ability to work in an environment with possibility of dust and mold
- May perform other relevant duties as assigned

**Physical Demands:** This section outlines the amount of time spent on the following physical activities. Definitions below indicate the frequency of occurrence. None: The person does not perform this activity. Occasionally: The person does the activity up to 33% of the time. Frequently: The person does the activity 34% to 66% of the time. Continuously: The person does the activity 67% to 100% of the time.

Activity	None	Occasionally	Frequently	Continuously
Standing				X
Sitting				X
Repetitive Hand Motion				X
Climbing stairs				X
Reaching/Working Overhead			X	
Climbing or balancing			X	
Stooping, kneeling			X	

- Does this job require that weight be lifted or force be exerted?   X   Yes        No

Activity	None	Occasionally	Frequently	Continuously
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			

**To Apply:** Interested applicants should send a cover letter, a resume, and names/contact information of three references to Mary Hanes, Collections Management Librarian, at [mhanes@collegeofphysicians.org](mailto:mhanes@collegeofphysicians.org). Review of applications begins immediately.