

Job Posting

Special Collections Project Librarian (2-year term)
Historical Medical Library, College of Physicians of Philadelphia

About the Library

Established in 1788, the [Historical Medical Library](#) (HML) was Philadelphia's central medical library for over 150 years, serving its medical schools, hospitals, physicians, and other health professionals. Today, it is an independent research library devoted to the history of medicine and the medical humanities. Open to the public, HML provides reference, research, reproduction, exhibit materials, and presentations to more than 15,000 users annually, including scholars, health professionals, students, popular writers, and community organizations. The collection includes 51,000 linear feet of incunabula, manuscripts, archives, journals, monographs, multimedia, and more. The collection's 300,000 items date back to the 13th century with a heavy concentration of 18th and 19th century materials.

Essential Functions

Under the direction of the Library Director, and as a member of the Historical Medical Library staff team, the Special Collections Project Librarian is a collaborative, initiative-taking, and resourceful librarian who manages a two-year collection relocation project. Reporting to the Library Director, the Special Collections Projects Librarian will oversee the cataloging, preservation, and relocation of rare and unique materials to an off-site location. This project will improve discoverability, access, and preservation of more than 6,000 linear feet of incunabula, rare books, medieval manuscripts, archives, and other materials.

Responsibilities

- Collaboratively designs policies, procedures, and processes to guide the project
- Manages and performs the day-to-day activities of the project with assistance from other library staff or part-time assistants, as needed to meet project objectives
- Assesses materials for conservation needs
- Recommends materials for conservation, digitization, or both
- Works with external service providers for digitization and preservation needs
- Assesses existing bibliographic records; add content where appropriate
- Creates new bibliographic records using copy and original cataloging
- Packs rare and fragile materials for safe transport, storage, and retrieval
- Serves as a liaison between the library and external moving and storage service providers
- Provides periodic reports to the library director
- Supervises project assistants
- May include weekend or evening hours

Required Qualifications

- A Master's degree in Library or Information Science in a library program accredited by the American Library Association, or equivalent
- Knowledge of theories, objectives, principles, and techniques of librarianship
- Knowledge of inventory cataloging and maintenance of records
- Knowledge of conservation standards

- Knowledge of digitization standards
- Knowledge of current library technology, trends, and innovations
- Excellent written and oral communication skills
- Ability to prepare clear, sound, accurate, and informative narrative and statistical and other reports containing findings, conclusions, and recommendations
- Supervisory experience
- Experience working collaboratively with varied groups in mixed team
- Ability to work both remotely and on-site at the College, as necessary

Preferred Qualifications

- Experience working in Special Collections or Archival environments, digital collection management

You will excel in this position if you:

- Have sense of humor
- Are curious
- Love working both collaboratively and independently
- Can work efficiently and effectively in both concrete and ambiguous situations
- Are adept at simultaneously safeguarding fragile collections and facilitating use

Physical Demands:

This section outlines the amount of time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

None: Person does not perform activity.

Frequently: Person does activity 34% to 66% of time.

Occasionally: Person does activity up to 33% of time.

Continuously: Person does activity 67% to 100% of 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 job generally require that weight be lifted, or physical force be exerted? Yes X 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			

SALARY/BENEFITS: This full-time, exempt position will receive a competitive non-profit salary, with a generous benefits package.

To apply, submit the below materials to Heidi Nance, Director of the Historical Medical Library, at hnance@collegeofphysicians.org.

- Cover letter
- CV or resume
- Diversity statement

Applications will be accepted until February 15, 2022.

About the College

The College of Physicians of Philadelphia, founded in 1787, is one of the oldest professional medical organizations in the country. Our mission is to advance the cause of health while upholding the ideals and heritage of medicine. The College strives to:

- Enable individuals, families, and communities to take greater responsibility for their health
- Improve the health of the public through service to health professionals
- Enhance appreciation of the heritage of medicine
- Provide information for the development of health policy

The College is home to the [Mütter Museum](#) and the [Historical Medical Library](#). Our outreach programs include our [History of Vaccines](#) website and the [College Junior Fellows program](#). The public is invited to attend the many [lectures, workshops, and conferences](#) the College offers. Our programs reflect our reverence for the past, our commitment to the present, and our vision for the future of medicine and health.

**The College of Physicians of Philadelphia is an equal opportunity employer.
We celebrate diversity and are committed to creating an inclusive environment for all employees.**