

**Library Assistant I – Reproductions
Job Description
The Massachusetts Historical Society**

About the MHS: Founded in 1791, the Massachusetts Historical Society (MHS) in Boston, Massachusetts is an invaluable resource for American history, life, and culture. Its extraordinary collections tell the story of America through millions of rare and unique documents, artifacts, and irreplaceable national treasures. Our mission is to promote understanding of the history of Massachusetts and the nation by collecting and communicating materials and resources that foster historical knowledge. The MHS envisions a world where historical understanding is the cornerstone of a healthy democracy.

The MHS library is free and open to the public, welcoming researchers of all ages and experience levels. The library does not lend materials, but anyone wishing to view the collections can register as a researcher and use materials in the library.

Purpose: The Library Assistant I – Reproductions (LAI-R) provides direct service to researchers seeking access to MHS collections ensuring both access to and the security of the library's holdings. The LAI-R achieves this primarily through creating reference quality reproductions of collection materials and staffing the circulation desk. The position is essential in promoting the Society's public image and in maintaining the security of the building and collections.

Reporting Relationships: This position reports to the Associate Reference Librarian – Rights and Reproductions (RRL)

Supervisory Responsibility: None

Schedule: This is a part-time position. LAI-Rs typically work 21 to 25 hours per week (maximum 29 hours) during regularly scheduled library hours, which include Saturdays and Tuesday evenings. Individual schedules are determined by their supervisor and the Stephen T. Riley Librarian with input from the staff member. Schedules are re-evaluated at regular intervals (typically September, January, and June) and may be adjusted to suit the needs of the department and the LAI. As a collections-based role, this position does not allow for a remote or hybrid work schedule.

Major Responsibilities:

- Provides all researchers, on site or remote, courteous, equitable, and effective service
- Supports the work of the RRL by photographing, scanning, or photocopying collection materials toward fulfillment of reference reproduction requests*
- Delivers completed reference reproduction requests*
- Evaluates and fulfills complimentary reference reproduction orders*

- Responds to image related reference inquiries in person, on the telephone, and via email through the LibAnswers software suite; refers non-routine inquiries to RRL
- Retrieves, circulates, and reshelves materials including both properly routing items through the Aeon system and ensuring secure, timely movement of items through the library/building*
- Covers the circulation desk, ensuring preservation and security of collection materials used in the reading room through direct supervision of all individuals in the reading room and explaining, demonstrating, and enforcing library policies and procedures as needed*
- Carefully handles collection materials in accordance with best practices, to ensure preservation of collections*
- Completes library opening and closing routines in the morning and/or evening to prepare for researchers and to ensure overnight security of library spaces
- Explains and enforces library policies and procedure
- Contributes content to The Beehive (MHS blog); may be asked to contribute to inter-departmental communications
- Fulfills the role of editor-in-chief for departmental newsletter, both creating original content and compiling content submitted by colleagues, for a minimum of 1-month annually
- Keeps up-to-date on departmental news and happenings through weekly meetings or meeting notes
- Participates in professional development under the guidance of supervisor, and actively seeks out professional development opportunities in the library science/archival/public history fields
- Assists in breaking down library technology and workstations and moving furniture within the library spaces to support extra-departmental use of the space
- Assists with other library projects and routine clerical tasks as needed
- May be cross-trained in all aspects of the Visitor Services Associate position, dependent on departmental needs
- Regularly handles large and/or heavy loads up to 50 pounds, with frequent lifting, bending, carrying, walking, twisting, pushing and pulling, and climbing ladders throughout the workday*

* Essential functions

Key Contacts

External – Researchers, general public

Internal – Library Reader Services Staff, Library Collection Services Staff, Visitor Services Staff

Requirements:

Education

- Bachelor's degree or current enrollment in a Bachelor's program required
- Current enrollment in a Master's degree program, with coursework in American history, public history, archives, library science, or a similar program, preferred

Experience

- Experience working with a diverse public in a customer service or similar position
- Experience working with archival collections and/or rare books in library, archives, or public history setting preferred
- Experience working with Aeon or similar special collections circulation system preferred
- Experience working with user interface of Voyager or similar ILS preferred

Skills

- Ability to clearly and effectively communicate, orally and in writing, with staff and members of the public
- Ability to work with staff and members of the public with tact, patience
- Ability to assess and anticipate needs and be a flexible problem solver
- Ability to consistently enforce policies and procedures
- Ability to work on repetitive tasks
- Ability to follow specific guidelines and instructions
- Ability to identify matters of urgency or requiring supervisory/management assistance
- Ability to independently prioritize tasks, manage shifts in focus, and meet deadlines
- Ability to work as part of a team and independently
- Ability to confidently work with technology, including ability to learn new programs and equipment, and the basic troubleshooting of desktop operations
- Proficiency with Microsoft Office Suite
- Ability to read 18th-, 19th-, and 20th-century handwritten manuscripts, preferred
- Ability to comply with all MHS policies and procedures, including emergency, health, and safety protocols

Application Procedure: Please send by email a single PDF that includes a cover letter, résumé, and the names and contact information for three professional references to Associate Reference Librarian Hannah Elder at helder@masshist.org. We will review and respond to all applications.

Applications received on or before January 8, 2025 will receive priority.

Compensation and Benefits: The payrate for this position is \$19.00/hour. Benefits include paid sick time, paid holidays, a public transit subsidy, and the opportunity to participate in the MHS retirement plan, and reciprocal entrance to local education and cultural institutions

Pre-Hire Requirements: MHS requires proof of a vaccination and up-to-date boosters for COVID-19 for all employees. As part of its offer process, MHS will conduct a reference and criminal background check for any finalist. We are not able to sponsor visas.

Equal Opportunity Statement:

The Massachusetts Historical Society aims to be a diverse workforce that is representative, at all job levels, of the citizens we serve. Candidates of all backgrounds are welcomed and encouraged to apply. We are committed to creating a work place free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class"). Candidates in need of accommodation in the application process should reach out to our human resources department with inquiries.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.