

IYRS Librarian

Supervisor: Monika Miller, Chief Financial Officer & Director of Operations

Job Description:

The part-time IYRS librarian ensures that the library is maintained according to American Library Association (ALA) standards. The librarian ensures that the goals of the library dovetail with those of IYRS of which it is a part. The librarian will design ways to reach out to both the IYRS community and the community at large, with the goal of expanding the library's visibility and use as a resource. The librarian will ideally be familiar with marine publications, maritime history, and the maritime world locally and in general. The librarian, while not necessarily credentialed, will have extensive organizational experience comparable to that of a librarian.

Responsibilities:

- Attend staff meetings and participates in school activities, and be familiar with its programs, instructors and has a working overview of course content.
- Be responsible for collection development, and for processing donations of books and materials to the library and its archive.
- Use both electronic and print resources in order to answer reference and research questions.
- Be familiar with cataloging systems and standard library and archival procedures and best practices, both traditional and electronic.
- Work comfortably with IYRS students and to address student needs.
- Work with the general public, scholars, and researchers.
- Generate a quarterly electronic newsletter with announcements and public relations materials in conjunction with the Development Director to inform the library's constituency and the general public about the library, its collections and its programs.
- Plan, set the agenda and goals for meetings of the Library Committee, working with the committee's president (who is an IYRS Trustee) and the other members.
- Oversee a yearly "holiday book sale" where donations and discarded books are sold to benefit the library.
- Design a yearly budget, which is approved by the Director and overseen by the IYRS accounting office.
- Other ad hoc projects and assignments may be assigned.

From time to time, additional time will be required on week nights and weekends to support student and organizational activities such as Launch/Graduation Day, Annual Gala, Classic Yacht Regatta and other events.

