

Local History Associate (Part time) – Main Library

Boone County Public Library is seeking a dynamic, motivated individual for the position of Local History Associate. This position is responsible for work related to the development of the Local History collections and services. In addition, the Local History Associate will assist with the planning and presentation of Local History programs. The Local History Associate interacts extensively with the public and other staff members. This position will work (20 hours per week) days, nights and a weekend rotation.

RESPONSIBILITIES

- Plan, implement and evaluate programs related to local history projects, activities and genealogy.
- Participate in the development of local history content for the library website.
- Index historic newspapers, oral history transcriptions and court record microfilm.
- Process current genealogy and local history periodicals for public access.
- Digitize photographs and documents as needed to department standards.
- Copy catalog digital material using MARC format and/or XML based metadata.
- Conduct Oral History interviews and maintain Oral History Collection database.
- Transcribe hand written and printed historical documents, including original, digital and microfilmed material.
- Assist Local History Coordinator as needed with Local History Goals and Activities.
- Actively seek out local history materials to add/enhance BCPL's Local History Collection.
- Prepare bibliographies, displays, and exhibits.
- Provide Genealogical/Local History reference services to the public.
- Assist customers with locating materials and using library resources and equipment.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Undergraduate degree in related discipline (History or Library Information Sciences) and 2-5 years progressively more responsible related work experience

OTHER REQUIREMENTS

Thorough knowledge of library principles and practices related to local history and genealogy
Ability to deal professionally and effectively with the public and other staff members
Ability to work under minimal supervision
Ability to communicate effectively verbally and in writing
Proficiency with Microsoft Office products, the internet, email

PHYSICAL DEMANDS

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]
Reaching, bending, kneeling and crouching to retrieve and replace library materials
Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts
Handling and manipulating library materials; fingering pages, cards, forms, etc.
Operating a computer, audiovisual equipment and office equipment
Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

Compensation

\$13.00 per hour

(Continued)

Deadline for Applications:

9/18/2017

If you have the qualifications for this position, send job application, cover letter and resume to:

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

jobs@bcpl.org

Fax 859-689-0410