Historical Society of Pennsylvania  

Job Posting

Title: Access Service Librarian II
Date: 10/14/2022
Division: Library Department
Supervisor: Director of Library
Location: In person – 1301 Locust Street, Philadelphia PA 19107

Summary of Position: The Access Services Librarian II, a member of the library staff, is responsible for performing the duties of the library and providing research and reference assistance to on- and off-site patrons. This is a full-time, 40-hour per week (including all hours the Library is open to the public), position.

Responsibilities
- Perform the duties for circulation services and stack maintenance
- Serve at the Reference and Front Desks
- Serve as a liaison between the library and professors and students
- Reply to research queries through the LibAnswers and Research by Mail
- Assist locating items not recovered
- Compile and analyze library statistics
- Develop bibliographies and collection research guides
- Other duties as assigned

Required Qualifications
- B.A. in American History or American Studies
- Strong communication and interpretive skills to interview patrons regarding their information needs and guide them in the use of library and online resources
- Strong organizational skills

Preferred Qualifications
- MLIS or equivalent degree or currently enrolled in a program
- Experience in a library or front facing public service position
- Strong customer service skills and commitment to providing excellent service
- Having conducted substantive research using historical materials

Pay Type/Salary: Full Time, Exempt, $38,110 per year
Other Requirements:
- Proof of Covid 19 vaccination
- Successful completion of background check

If applying through our website, please send the following VIA EMAIL to Steven Smith at ssmith@hsp.org with Subject Line: Access Service Librarian II. Please include your resume and a letter of introduction that specifies how your experience, knowledge and skills match the identified duties, responsibilities, and requirements of this position.