69660BR - Nadia Sophie Seiler Rare Materials Resident

Yale University, conveniently located between Boston and New York, offers exciting opportunities for achievement and growth in New Haven, Connecticut. Located in the heart of historic downtown New Haven with more than 100 local boutiques, national retailers, cafés, casual eateries, award-winning restaurants, and world-renowned theaters, galleries, and museums.

The Nadia Sophie Seiler Rare Materials Residency is a nine-month term-limited position to provide library professionals with substantive exposure to rare materials cataloging. The Residency is made possible by the Nadia Sophie Seiler Memorial Fund and hosted at the Yale Center for British Art. The Residency runs from February through October, 2022.

Under the general direction of the Senior Catalogue Librarian, the Nadia Sophie Seiler Rare Materials Resident creates, enhances, and maintains original and complex bibliographic and authority records for a wide range of special collections materials in various formats for the Department of Rare Books and Manuscripts at the Yale Center for British Art. The Resident will also contribute to YCBA projects concerning the description, curatorship, and discovery of rare books and manuscripts.

Cataloguing projects for the Residency will be selected based on the Resident's interests and experience. Possibilities include: the J. R. Abbey collection of color-plate books illustrated in aquatint and lithography; single-item manuscripts documenting British art, society, and culture; atlases and maps from the Paul Mellon Bequest; image collections, including photographs, prints, or sketchbooks; realia / three-dimensional objects; small collections of archival material.

At the culmination of the Residency, the Resident will present a public talk on a topic relevant to the substantive experience gained during their tenure. The Resident will also receive funds to attend the 2022 RBMS Conference or similar professional development activities.

- Provides original cataloging/creates metadata for materials in all formats and subject areas. Applies descriptive standards (RDA, AACR2, DCRM, DACS, or VRC, etc.), structural standards (MARC, MODS, METS or EAD, etc.), and controlled vocabularies (LCNAF, or LCSH, etc,). Creates authority records applying standards and best practices, and assigns call numbers using Library of Congress Classification system.
- Provides intellectual and physical management of ORBIS and other library databases. This may include authority control, record loading, ingesting objects, quality assurance processes, and working with stakeholders throughout the library community.
- Analyzes bibliographic and metadata problems, recommends policies, develops processes and best practices, and creates documentation.
- Engages with cataloging and technical service staff, other librarians, curators, and collection managers in an effort to meet their needs, and the needs of our users.
- Researches, plans and oversees special projects.
- May manage vendor services and relationships.
- Trains and revises the work of students, assistants and other librarians.
- Participates in national metadata/cataloging initiatives, i.e. the Program for Cooperative Cataloging programs (BIBCO, NACO, SACO).
- Participates in the library's management, assessment, training and development programs.
- Keeps abreast of national and international developments including new metadata standards, technologies, trends, and techniques.
- Establishes a record of service to the Library, the University and the profession.
- May be required to assist with disaster recovery efforts.
- May perform other duties as assigned.

This position will be assigned a rank of Librarian 1. Salary: $46,800 for nine months ($5,200 / month). Librarian ranking information can be found at: http://bit.ly/YULRanksPromotions.

Application review will begin immediately and continue until December 19, 2021. **Please include a cover letter with application. The cover letter should include an explanation of interest in the Residency.**

Required Education and Experience: Master's degree in Library Science from an American Library Association accredited Library school. In selected instances, a post-graduate degree in a related discipline may be required or substituted for an MLS.

Qualifications:
- Demonstrated knowledge of current national cataloging/metadata content and structural standards. Knowledge of subject analysis and classification systems.
- Experience designing projects and bringing them to conclusion in a timely fashion.
- Demonstrated excellent oral, written, and interpersonal communications. Analytical ability. Accuracy and attention to detail.
- Ability to initiate and adapt to change. Experience working collegially and cooperatively within and across organizations. Experience working collaboratively and independently with varied groups within a complex organization and rapidly changing, team environment.
- **Preferred Education and Experience**: Experience or coursework in cataloging rare materials. Record of involvement or desire to engage with special collections and other cataloging communities.

Application: For more information and immediate consideration, please apply online at https://bit.ly/YaleCareers_69660BR.

We invite you to discover the excitement, diversity, rewards and excellence of a career at Yale University. One of the country's great workplaces, Yale University offers exciting opportunities for meaningful accomplishment and true growth. Our benefits package is among the best anywhere, with a wide variety of insurance choices, liberal paid time off, fantastic family and educational benefits, a variety of retirement benefits, extensive recreational facilities, and much more.

Yale University considers applicants for employment without regard to and does not discriminate on the basis of an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression.