



THE METROPOLITAN MUSEUM OF ART
Position Profile

Position Title:	Library Associate		
Location:	The Met Fifth Avenue		
Department:	Thomas J. Watson Library		
Reports to:	Associate Museum Librarian/Project Director		
Salary Grade:	17	Employee Classification:	PT
Effective Date:	November 1, 2021	End Date:	12 months from hire

About the Metropolitan Museum of Art

The Metropolitan Museum of Art collects, studies, conserves, and presents significant works of art across all times and cultures in order to connect people to creativity, knowledge, and ideas.

The Met presents over 5,000 years of art from around the world for everyone to experience and enjoy. The Museum lives in two iconic sites in New York City—The Met Fifth Avenue and The Met Cloisters. Since it was founded in 1870, The Met has always aspired to be more than a treasury of rare and beautiful objects. Every day, art comes alive in the Museum's galleries and through its exhibitions and events, revealing both new ideas and unexpected connections across time and across cultures.

GENERAL STATEMENT OF RESPONSIBILITIES & DUTIES:

The Library Associate will assist in enhancing the library’s collection on Indigenous American, Asian American/Pacific Islander, and Latinx art and artists through searching, ordering, receiving, and processing newly acquired publications identified through a grant-funded initiative. This position will perform basic preservation on newly acquired publications, will digitize public domain works related to the project, and will collaborate with library staff on outreach, public programming, and social media initiatives to highlight and promote the work of these underrepresented groups.

PRIMARY RESPONSIBILITIES & DUTIES:

- Working with lists of titles provided by project staff, searches library catalog for holdings
- Searches online marketplaces and bookseller catalogs to locate current and out-of-print publications for acquisition

The Metropolitan Museum of Art provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.



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- Creates order records, receives new acquisitions, verifies payment and invoice data, and prepares material for cataloging
- Performs basic preservation treatment on new acquisitions, including applying protective covers and preparing enclosures for rare and fragile publications
- Assists with labeling and barcoding of newly acquired material
- Digitizes relevant publications identified as being in the public domain
- Fulfills requests for scanning project material for library researchers
- Contacts galleries, publishers, artists and authors to acquire publications and obtain permission to provide public access to digital texts and pdfs through the library's catalog
- Processes publications received as gifts and prepares gift acknowledgment letters
- Other duties as assigned

REQUIREMENTS & QUALIFICATIONS:

Fully vaccinated with an FDA or WHO authorized vaccine (or approved for an exemption as a reasonable accommodation due to a disability, sincerely held religious belief, or pregnancy, or because you are a victim of domestic violence, stalking, or sex offenses).

Experience and Skills:

- Ability to complete detailed, multi-step process work accurately
- Ability to work both independently and collaboratively in a team-based environment
- Excellent oral communication, written communication, interpersonal, and problem-solving skills
- Initiative, flexibility, and a strong service orientation
- Commitment to fostering a collegial work environment and to supporting diversity, equity, inclusion, and accessibility in the workplace
- Demonstrated hand skills (for preservation tasks) and ability to handle library material carefully and responsibly
- Ability to complete detailed, multi-step process work accurately
- Ability to work both independently and collaboratively in a team-based environment
- Relevant experience working in a library, museum, or other cultural heritage institution, retail bookstore, or rare book environment

Knowledge and Education:

- B.A. degree
- Current enrollment in or completion of a Master's degree program in Library and Information Science (M.L.S. or M.L.I.S.)

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- Knowledge of art history, especially of one or more of the following groups preferred: Indigenous American, Asian American/Pacific Islander, and Latinx artists
- Experience with an integrated library system such as Innovative Interfaces' Sierra
- Experience with OCLC WorldCat or Connexion
- Knowledge of library standards including MARC21
- Fluency with Microsoft Office, Google Drive, Google Sheets, and working collaboratively with shared documents

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