

Assistant Head Librarian, Library of the Institute for the Study of the Ancient World, New York University

Description: New York University seeks a qualified Assistant Head Librarian for the Library of the Institute for the Study of the Ancient World. The Assistant Head Librarian reports to the ISAW Head Librarian.

The Institute for the Study of the Ancient World (ISAW) is a unique center for advanced scholarly research and graduate education, offering the Ph.D. degree through NYU's Graduate School of Arts and Science. It has a wider geographic span than other programs that focus on the ancient world, incorporating not only Europe and the entire Mediterranean basin, but also the Near East, and Central, South, and East Asia. In its research and its teaching of doctoral students, ISAW emphasizes an interdisciplinary approach, one that transcends modern boundaries of nation. It supports scholarship that crosses customary disciplinary boundaries - art history, literature, archaeology, history, geography, geology, economics, and sociology, among others - to create a new intellectual framework for understanding the ancient world, and to train a new generation of scholars steeped in that integrated approach.

Responsibilities: The Assistant Head Librarian is responsible for managing day-to-day operations, including:

Library Operations - Coordinate workflow, establish priorities and assign work to ISAW's library staff. Train new staff. Manage special projects by devising appropriate workflows and providing supervision.

Technical Services - Supervise the work of ISAW's cataloging team, a group performing original and complex copy cataloging for all formats in a wide range of subjects and languages using the Ex Libris Aleph client. The cataloging team consists of ISAW staff members and adjuncts from NYU's cataloging department. Facilitate patron resource discovery and access by ensuring the quality of bibliographic and digital databases through compliance with national and local standards such as MARC, AACR2, RDA, LCSH, LCCS, NACO, CONSER, and LC cataloging practices as well as other appropriate cataloging and metadata standards. Provide leadership in the area of metadata management through the selection, creation and application of appropriate metadata frameworks for print and digital records. Participate in the development of standards, policies and procedures to ensure accurate and timely maintenance of print and digital records. Serve as a liaison to Knowledge Access and Resource Management Services (KARMS) and other related departments in the Division of Libraries.

Digital Projects - Serve as the library liaison on ISAW's digital projects team to help develop and coordinate activities linking digital initiatives to library projects. Work closely with the Head Librarian and other members of ISAW's staff to assist in the planning and implementation of The Ancient World Digital Library (AWDL), one of the Digital Initiatives underway at the Institute. AWDL is a joint project shared between ISAW and NYU's Digital Library Technology Services (DLTS) department and the incumbent shares responsibility for envisioning the development of the digital library and its resources.

Collection Development - Sort collections acquired and determine appropriateness for inclusion in the ISAW library or beyond. Maintain inventories for acquired collections, duplicates, and serials. Provide data to the Head Librarian to assist with the task of analyzing the library collection, especially with regard to the curation of on- and off-site collections. Participate in the acquisitions workflow by using the spreadsheet and ticket system to track requests and purchases.

Public Services - Work closely with Head Librarian to provide leadership in the planning, design, and provision of public access services in the ISAW Library, including: producing and revising of library guides; giving individual and group instruction and orientation; serving as a liaison to faculty and graduate students; contributing to the library's public relations efforts; working with faculty members, Visiting Research Scholars, and students on integrating electronic resources into teaching and research; responding to written, telephone, and email reference questions; participating in Division and other institutional committees and activities as appropriate.

Qualifications:

Required:

- . ALA-accredited MLS and second subject Master's degree required for tenure; . The ability to use a full range of text and electronic resources in history, archaeology, art history and other areas relevant to ISAW's core research areas.
- . Working knowledge of the appropriate languages of scholarship;
- . Familiarity with current trends in technical services;
- . Excellent interpersonal and communication skills;
- . Demonstrated ability to work collegially within a small unit that is flexible and responsive to patrons;
- . Minimum three years professional experience.

Preferred:

- . Subject area background relevant to the areas of study at ISAW;
- . Awareness of cross-disciplinary issues in librarianship;
- . Working knowledge of a non-Western language, with a strong preference for Chinese or Russian.

New York University Libraries:

Libraries at New York University serve the school's 40,000 students and faculty and contain more than 5 million volumes. The Libraries supports NYU's vision to become the first true Global Network University by collaborating and providing services to our 11 global academic centers and "portal campuses" in Abu Dhabi and Shanghai. New York University Libraries is a member of the Association of Research Libraries, the OCLC Research Library Partnership, and the HathiTrust. The Libraries participates in a variety of consortia and collaborates closely with Columbia University Libraries and the New York Public Library through the Manhattan Research Library Consortium. For the NYU Libraries Mission and Strategic Plan go to

http://library.nyu.edu/about/Strategic_Plan.pdf

Salary/Benefits: Faculty status, attractive benefits package including five weeks annual vacation. Salary commensurate with experience and background.

To Apply: To ensure consideration, send CV and letter of application, including the name, address, and telephone number of three references to: Enrique Yanez, Director of Human Resources, New York University Libraries, 70 Washington Square South, New York, NY 10012 or via email to jobs@library.nyu.edu. Resumes will be considered until the position is filled.

NYU's Division of Libraries embraces diversity and is committed to attracting qualified candidates who also embrace and value diversity and inclusivity. NYU is an Equal Opportunity/ Affirmative Action Employer.

David M. Ratzan

Head Librarian

Institute for the Study of the Ancient World New York University

15 East 84th St. New York, NY 10028