

# Chelsea District Library Local History Materials Position Description

POSITION TITLE: Local History Materials

DEPARTMENT: Adult Services

SUPERVISOR: Adult Services Librarian

LENGTH OF COMMITMENT: three months

TIME INVOLVEMENT: Varies; average of one two hour block per week.

## MAJOR RESPONSIBILITIES:

- Assist staff with local history research projects
- Create collection inventories
- Assist with preservation of delicate materials
- Assist with digitization of collection materials

## QUALIFICATIONS:

- Comfortable with:
  - Internet Explorer and basic internet searching
  - Digital image creation (scanning documents)
  - Microsoft Office
- Ability to work with minimal supervision
- Ability to sit for 2 hour stretches
- Interest or experience in local history a plus
- Interest or experience in materials preservation a plus

## SPECIAL REQUIREMENTS:

Training session

Local History Materials: Help organize and improve the library's collection of materials about the Chelsea area. Possible tasks include creating inventories of collections, assisting with special research projects, and digitizing and preserving delicate material.