

AMERICAN PHILATELIC RESEARCH LIBRARY

REFERENCE ASSISTANT POSITION

The American Philatelic Research Library (APRL) is seeking an available candidate for the fulltime position of Reference Assistant. The APRL is the library and research arm of the American Philatelic Society (APS), the oldest and largest organization in the United States for stamps and stamp collecting. The Reference Assistant will work as part of a four person team at the APRL fulfilling the research needs of a diverse group of patrons that includes APS members, non-APS members, APS staff and the general public.

The Reference Assistant's primary duties will include:

- Responding to and answering reference queries and research requests that are received at the APRL via email, phone, letter and in person.
- Writing duties as assigned for submission to a quarterly APRL publication, online library blog, and other possible webpage content and publications.
- Other duties library duties may include serials check-in, indexing, and minor online catalog maintenance.
- Further APS-related tasks include staffing APS stamp shows and other outreach events as well as volunteering to conduct building and library tours.

Qualifications of the Reference Assistant will include:

- Excellent communication and research skills, computer experience with latest office software programs, attention to detail, and the ability to work independently and as part of a team.
- Subject knowledge of philately, stamp collecting, postal history and the available resources is preferred but not required.
- Experience in a library or archives setting is preferred but not required.
- Experience with Inmagic Genie Library Suite software a plus but not required, will train as needed.
- Masters of Library Science degree from an accredited university or college is a plus but not required.

The successful candidate will become a full-time employee of the American Philatelic Society, located in Bellefonte, Pennsylvania. This position includes available medical and retirement benefits, with compensation commensurate with prior experience and qualifications (\$26,000 – \$30,000). The preferred starting date is December 4, 2017.

Founded in 1886 and with nearly 28,000 members in more than 110 countries, the APS is a non-profit educational organization whose primary mission is to promote stamp collecting for people of all ages. The APRL (www.stamplib.org) holds more than 85,000 volumes and is the largest public library in the world dedicated to stamp collecting and postal history. It is located in newly-renovated space in a historic match factory building in the Victorian town of Bellefonte, just 10 miles from Penn State's

University Park campus. The APRL has 4 FTE staff and serves philatelic researchers around the world. To apply, submit a resume, cover letter, and names and contact information for three references by November 17, 2017 to Scott Tiffney, APRL, 100 Match Factory Place, Bellefonte, PA 16823 or stiffney@stamps.org.