
Special Collections Librarian Resume

Job Objective

Seeking a Special Collections Librarian position in an organization where I can apply my experience and efficiently contribute to the company's growth.

Highlights of Qualifications:

- Highly experienced in development, administration and upkeep of library for special collections
 - Profound knowledge of special collections and archival protocols, digitalization and preservation practices
 - Outstanding knowledge of digitization standards, metadata schemas and cataloging procedures
 - Familiarity with using archives management software, database management systems, Microsoft Office and Google Tools
 - Ability to arrange, maintain and describe archival and manuscript collections
 - Ability to deliver library reference and outreach services related to special collections
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Professional Experience:

Special Collections Librarian
St. Olaf College
August 2012 – Present

Responsibilities:

- Cataloged, described and arranged all specialized collections and archives.
- Preserved and provided access to Special Collections in all formats.
- Coordinated and provided library research and instructional services to all patrons.
- Mentored and directed all library assistants and student workers.
- Created, maintained and updated information research aids and library catalogs.
- Planned and presented library exhibits, workshops and class instructions.

Special Collections Librarian
College of Southern Nevada
May 2009 – July 2012

Responsibilities:

- Directed and supervised Special Collections library operations and staff.
 - Developed and implemented policies related to acquisition, access and usage of special collections.
 - Procured, cataloged, preserved and described special collection materials.
 - Prepared and provided bibliographies, library guides and instructional materials, as needed.
 - Created and executed promotional programs and exhibits for publicizing special collections.
 - Developed and maintained strong professional relationships with institutions, community, donors, and grant agencies.
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Education:

Bachelor's Degree in Information Sciences
Murray State University, Murray, KY

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