

Director of Information Services/Librarian

The American Philatelic Society, a public charity, has an immediate opening for its Director of Information Services/Librarian. The Director's primary responsibility is to develop and implement a plan to improve access to and use of its unparalleled resources by members and stamp collectors throughout the world, most of whom use the library remotely. A successful plan includes enhancement of the online union catalog, development of finding aids, digitization of materials, recruitment and management of volunteers, and development of grant proposals/fundraising.

The 12,500 square foot American Philatelic Research Library, www.stamplibrary.org, contains more than 20,000 book titles, more than 5,500 periodical titles, government documents, auction catalogs, philatelic exhibits, and several unique archives. These include coverage of postal services including route maps and time schedules; the production and cancellations of stamps and envelopes; and resources to assist in determining the authenticity of philatelic materials. Less than one percent of our collection is currently available in digital format. English is the prevalent language. The Library also publishes the quarterly *Philatelic Literature Review*.

The position requires knowledge of current library information trends, changes in information technology, intellectual property management, national library data standards, and cataloging software. Direction of daily operations including three staff, budget development and administration, collaboratively working with other philatelic libraries, support of the Library's quarterly publication and some travel are also required. InMagic automated library software is used.

Candidates must be self-directed, possess strong organizational and problem solving skills and have knowledge of all MS Office software packages. Experience in cataloging, developing and overseeing databases and indexing is highly desired. A Master of Library Sciences degree and supervisory experience are desirable. Salary range is \$50K to \$55K depending on qualifications. Position reports to the APS Executive Director.

Resumes should be submitted to kpmartin@stamps.org.