

### Department Overview

The Library and Archive Department collects, organizes, and makes accessible materials to support Aperture Foundation staff. The primary mission of the Library and Archive is to maintain materials of primary and secondary value to the institutional memory of Aperture Foundation. Centered on the subject of photography, the Library's collection consists of more than twelve thousand volumes and the Institutional Archive holds approximately two thousand linear feet of corporate records.

### What You Can Expect to Learn

- Understanding of the multi-faceted workings of a small specialized library and archive
- Organization and classification (DDC) of the in-house library
- Integrated library system (ILS) and online public access catalogue (Koha)
- Proper handling and care of books
- Accession procedure for new library and archival materials
- Compilation of bibliographic resources
- Processing procedures for archival materials

### Departmental Duties

- General library maintenance including paging materials, as well as responding to borrowing requests from staff and patrons
- Assist in copy-cataloguing library materials using the Z39.50 client, searching and importing Library of Congress Authority Files into the Library's integrated library system, some original cataloging for print materials
- Maintain library collection inventories and bibliographic office reference guides as new Aperture titles are released
- Assist in constructing protective sleeves and enclosures for library and archival materials
- Assist in providing information and reference services, including conducting bibliographic research
- Provide assistance to the Education Department for the annual PhotoBook Awards

### General Work Scholar Responsibilities

- Develop further knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Assist with front of house engagement and lead informational tours
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term) and Spring Party (Spring term)
- Participate in jurying the Aperture Portfolio Prize (Fall term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Kitchen duty (fridge and dishes)

### Requirements

Organizational skills and a high level of attention to detail; ability to work independently and collaboratively; skills and initiative to conduct research; dexterity for safe book-handling practice; familiarity with the Chicago Manual of Style or other scholarly standard style guides; interest in

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librarianship, the field of publishing, and photography; ability and willingness to occasionally lift boxes weighing up to fifty pounds. Preference will be given to candidates with a background of study in Library or Information Sciences and/or Art History.