



Enabling access to Jewish life  
through audio, braille, and large print texts

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# Collections and Cataloguing Librarian

## About Us

Founded in 1931 as The Jewish Braille Institute, JBI is a nonprofit organization committed to connecting people of all ages and backgrounds who are blind, have low vision, or are print disabled to Jewish life. We do this by providing access to texts vital to Jewish culture, heritage, education, religious life, and community. Through a vast circulating library, liturgical texts, customized materials, cultural offerings and in-person and remote programming, JBI enables our patrons to connect to the rich literary, cultural, and religious life of the Jewish community. We create, publish, and distribute thousands of Jewish-interest materials in audio, braille, and large print that are provided free of charge and sent directly to our patrons' doorsteps.

## Role Overview

The Collections & Cataloguing Librarian at JBI is responsible for developing and maintaining the library's collection, ensuring it meets the varying needs and interests of our patrons. This role involves managing the cataloging and classification of materials, providing excellent customer service, and assisting patrons with both physical and digital resources. The librarian will also plan and implement programs and events to promote library services and engage the community. Additionally, the role includes administrative duties such as maintaining records, preparing reports, and assisting with budget planning and grant applications. The librarian will work with the outreach team, other library staff members, and be supervised by the Head Librarian.

## Key Responsibilities

- **Collection Management:**
  - In cooperation with the head librarian, develop and maintain the library's collection, including books, digital resources, and other materials.
  - Conduct regular assessments of the collection to ensure it meets the needs and interests of the community.
  - Collaborate with other librarians and staff to select new materials and remove outdated or damaged items.
  - Manage the cataloging and classification of library materials.
- **Patron Services:**
  - Provide excellent customer service to library patrons, assisting with inquiries, locating materials, and using library resources.
  - Conduct library tours, orientations, and instructional sessions to help patrons make the most of library services.
  - Assist patrons with digital resources, including e-books, online databases, and other electronic materials.
  - Handle interlibrary loan requests and manage circulation services.
  - Communicate regularly with patrons including a monthly newsletter.

- Design and manage patron programs, both in person and virtual, to enhance the patrons' experiences and to support our goal of connecting patrons to Jewish life.
- Support Book groups and other volunteer projects involving patrons.
- **Community Engagement:**
  - Plan and implement programs and events that promote library services and encourage community participation.
  - Engage volunteers in the library.
  - Expand our in-person outreach to bring JBI to local patrons.
  - Develop partnerships with local organizations, schools, and community groups to enhance library services and outreach.
  - Promote the library's collections and services through social media, newsletters, and other communication channels.
- **Administrative Duties:**
  - Maintain accurate records of library transactions and inventory.
  - Prepare reports on collection usage, patron feedback, and program attendance.
  - Assist with budget planning and grant applications to support collection development and library programs.

## Qualifications

- Master's degree in library science required.
- Experience in collection development and management required.
- Experience working with individuals who are blind, have low vision or print disabilities is a plus.
- Knowledge of Jewish culture, literature, history and/or liturgy a plus
- Minimum of 0-3 years of professional librarian experience. Candidates in their final semester of a Library Science Masters program will also be considered.
- Familiarity with an ILS and the Microsoft Office Suite required.
- Strong writing and oral communication, collaboration, and problem-solving skills.
- Passion for books, promoting literacy, lifelong learning, and community engagement.
- Strong customer service skills and experience working with the public.
- Proficiency with an ILS (KLAS is a plus) and digital resources.
- Ability to work independently and as part of a team.
- Knowledge of current trends in library services and technology.
- Yiddish, Hebrew, Russian proficiency a plus

The salary range is \$58,000-\$63,000 . The position also offers an attractive benefits package. The regular hours are 9:00 a.m.– 6:00 p.m., Mondays-Thursdays, and in person. Occasional travel required. This position is open until filled. This is an exempt position.

## Application Process

Interested candidates should submit their resume, cover letter, and references to Andrew Goodman, [jobs@jbilibrary.org](mailto:jobs@jbilibrary.org). In your cover letter, highlight your relevant experience, your exposure to working with diverse communities, and share your vision for the library's future.