JOB SUMMARY

Oversees and directs all activities for the library collections department. Leads the efforts to manage and to identify the needs and resources for the museum’s library collections activities. Develops and directs overall library collections management policies and emergency management plans for the museum library collections according to the best practices of the American Association of Art Museum Directors (AAMD) and the American Alliance of Museums (AAM). Oversees the registration of library collections; development; and maintenance of record systems and administration of loan transactions.