



Collections Care Associate (Distinctive Collections - Knowledge Strategy and Access)

(AFSCME - Library Assistant III)

The Collections Care Associate is a vital role responsible for the physical safety, movement, and basic stabilization of the diverse collections of the MIT Libraries. This position bridges the gap between high-level conservation and daily operational logistics, ensuring that rare print materials are cared for and secure and that general collections are shelf-stable, by outsourcing such work as needed. This on-site position works in various MIT Libraries spaces on MIT's campus. While this position reports directly to the Head of the Department of Distinctive Collections (DDC), it supports the needs of all collections in the MIT Libraries and will work closely with acquisitions, metadata, imaging, Lewis Music Library and other staff

RESPONSIBILITIES:

Logistics & Workflow Coordination (40%):

- Coordinate outsourcing workflows for preservation and conservation of library materials, ensuring they are inventoried, photographed, documented, packed securely, and tracked throughout the process. Help design and maintain workflow documentation.
- Support Digital Imaging Manager in tasks required for reformatting DDC materials, which may include inventorying, page estimating, packaging, shipping, and tracking throughout the process.
- Responsible for ensuring that DDC materials are safely couriered across campus, maintaining a strict chain of custody.
- Monitor archival-grade supply needs, including receiving and distributing the supplies.
- As needed, serve as backup support for Harvard Depository (HD) materials processing.

Preservation & Collection Maintenance (40%):

- Perform basic preservation tasks to support the processing of and access to collections, which may include creating four-flap enclosures, generating labels, tipping in pages, creating book pockets, flattening curled pages, disbinding notebooks, or safely removing materials from frames.
- Execute routine rehousing, such as replacing broken boxes and upgrading storage materials to archival standards.
- Assist with environmental monitoring and integrated pest management (IPM) protocols in DDC spaces to ensure stable storage conditions, elevating issues as necessary to MIT Libraries teams.
- Maintain and update collection maintenance documentation, as needed.
- As part of the DDC Emergency Response Team, contribute to emergency response efforts in Distinctive Collections spaces.

Collection Access (20%):

- Perform physical paging and shelving of DDC collections at various campus locations.
- Serve as a secure escort to restricted collection areas when necessary.
- Support exhibition activities by coordinating the movement and tracking of materials and basic preparation of items selected for display.
- Serve regular reference desk shifts in the Distinctive Collections Reading Room.

Qualifications:

- High School Diploma or equivalent
- Minimum of two years direct/related experience that provides an understanding of preservation, conservation, or related field (e.g., library or museum experience, exhibitions prep) requiring detail-oriented work.
- Strong organizational, analytical, and problem-solving skills to perform a range of responsibilities to execute both short and long-term projects.
- Ability to manage competing priorities, meet deadlines, identify challenges, ask for help when needed, and work with minimal supervision.
- Strong oral and written communication with positive interpersonal skills.
- Comfortable with standard Microsoft Office and Google Suite applications, and an interest in and the affinity for experimenting with and testing new tools and software
- Flexibility and ability to adapt to an ever-evolving environment.
- Work may require moving objects weighing 10 to 20 lbs.
- Work may require walking long distances, moving from site to site, and/or climbing stairs to accomplish a task.

We expect candidates to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

Preferred:

- Post-secondary education.
- Experience with custom housing creation.
- Experience working with collections in a library, archives, or museum.
- Experience using Aeon special collections software
- Experience assessing the needs of archival collections such as security, confidentiality, and accessibility.

HOURS:

35 hours per week, M-F hours between 8:00am-5:00pm. 5 consecutive days per week. Schedule may change over holiday and summer periods, or in response to changes in Libraries' services.

HOURLY RATE AND BENEFITS:

The pay range for this position is \$24.14-\$41.28. Actual hourly rate will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment, with budgeted resources to

encourage continued learning and career growth.

This is a union position. Employees working in this position are covered by the collective bargaining agreement between the MIT Libraries and American Federation of State, County and Municipal Employees Council 93. Provisions related to wages, benefits and other terms of employment are contained in the agreement. Any questions regarding the agreement should be directed to lib-hr@mit.edu

APPLICATION PROCESS:

Apply online via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by July 28, 2026 position open until filled. Please reach out to lib-hr@mit.edu with any questions regarding this role.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 140-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

BACKGROUND CHECKS:

Employment is contingent upon the completion of a satisfactory background check

VISA SPONSORSHIP:

This position is not eligible for visa sponsorship. MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.