

So you want to be a librarian (or  
archivist) at the...

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# SMITHSONIAN LIBRARIES AND ARCHIVES

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SLA  
"Fearlessly at the Forefront of Research"



# Smithsonian Libraries and Archives (SLA) Welcomes You

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Our program will begin shortly!

# So, You Want to be a Librarian (or an Archivist) at the Smithsonian...

Insights from Smithsonian Libraries and Archives

Tamar Evangelestia-Dougherty  
Director

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Smithsonian  
*Libraries and Archives*

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About the  
Smithsonian  
Libraries  
and Archives



Smithsonian  
*Libraries and Archives*



Total library volumes exceed 2.8 million, more than 100,000 of which are rare books, complemented by 10,000 manuscripts. The Libraries and Archives houses the nation's largest collection of commercial catalogs—490,000, representing more than 32,000 companies dating from the 1810s. The Libraries and Archives also provides access to over 300,000 electronic resources, such as journals and subscription databases, for researchers.

**The Smithsonian Libraries and Archives (SLA) is the world's largest museum library system...comprised of 21 branch library research centers and an institutional archive.**

The Libraries and Archives holds approximately 44,000 cubic feet of archival records and nearly 3 million photographic images. The collections include official records of the Smithsonian, personal papers of individuals associated with the Smithsonian, oral and video histories, and other special materials that document the staff, research, events, exhibitions and facilities of the Smithsonian.



## FEARLESSLY SLA

"At SLA we are the rich research culture that informs the rich material culture within our 23 museums and research institutes."

# WHERE YOU CAN FIND US

15

WASHINGTON, D.C.

● National Zoological Park Library

National Portrait Gallery and Smithsonian  
American Art Museum Library

● National Postal Museum  
Library

Anacostia Community  
Museum Library



**NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE**

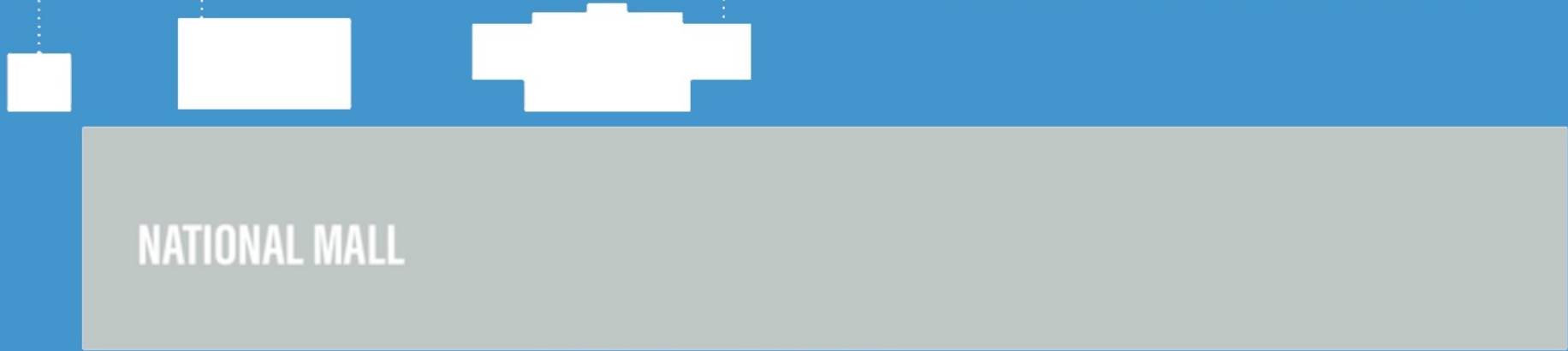
○ National Museum of African American History and Culture Library

**NATIONAL MUSEUM OF AMERICAN HISTORY**

○ American History Library  
● The Dibner Library of the History of Science and Technology

**NATIONAL MUSEUM OF NATURAL HISTORY**

● Natural History Library  
● Botany and Horticulture Library  
● John Wesley Powell Library of Anthropology  
● Joseph F. Cullman 3rd Library of Natural History



**NATIONAL MALL**

**FREER GALLERY OF ART**

**Smithsonian Castle**



**NATIONAL MUSEUM OF AFRICAN ART**

● Warren M. Robbins Library

**ARTHUR M. SACKLER GALLERY**

● Freer Gallery of Art and Arthur M. Sackler Gallery Library



**NATIONAL AIR AND SPACE MUSEUM**

○ National Air and Space Museum Library



**NATIONAL MUSEUM OF THE AMERICAN INDIAN**

**HIRSHHORN MUSEUM**

● Hirshhorn Museum and Sculpture Garden Library





# SLA Locations Outside of Washington, DC



## New York, NY SLA Locations:

Cooper Hewitt National Design Library

## Maryland SLA Locations:

Vine Deloria Jr. Library of the Smithsonian National  
Museum of American Indian

Museum Support Center Library

Smithsonian Environmental Research Library

## SLA International Locations:

Earl S. Tupper Library, Smithsonian Tropical Research  
Institute (STRI) , Republic of Panama

# Dibner Library of the History of Science and Technology



Smithsonian  
*Libraries and Archives*

# SLA- Smithsonian Tropic Research Institute- STRI

Panama

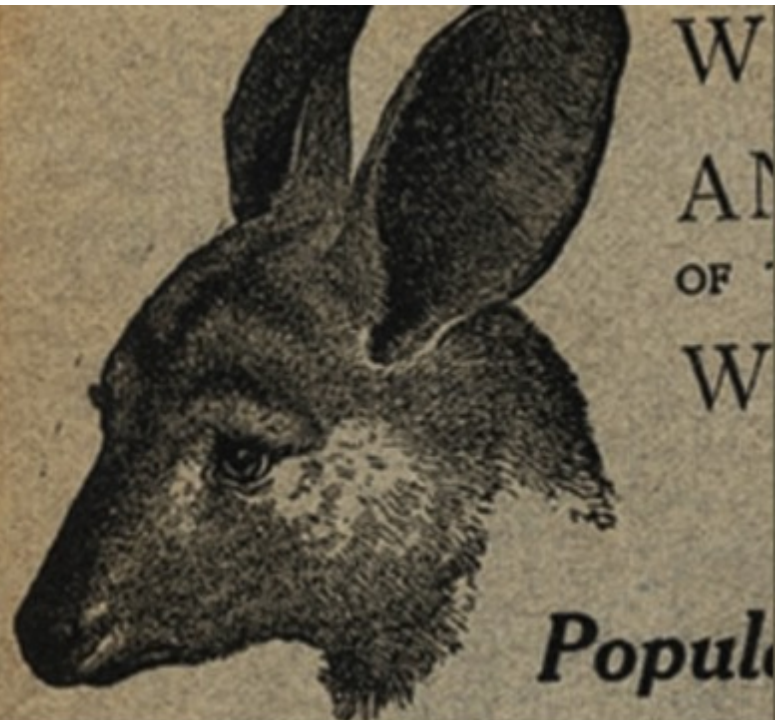


Smithsonian Libraries  
and Archives

National Zoological  
Park Library

ZOOBRARIAN:

STEPHEN COX



W  
A  
OF  
W

STUDIES  
*in* ZOOLOGY



STANDARD FIELD CARD

OF ALL

**BIRDS**

Occurring Annually in North America

**EAST**

of Keewatin, Manitoba and the Mississippi River.

1931 A. O. U. CHECK-LIST ORDER

OBSERVER.....

TIME..... DATE 5:12:45

WEATHER.....

LOCALITY.....

Total Species..... Total Individuals.....

To Mrs. Carl Tucker

with the compliments  
of the author

Roger T. Peterson

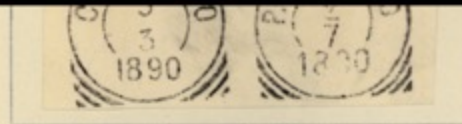
# NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE LIBRARY

Stowe, Harriet  
Beecher, "Uncle Tom's  
cabin"

Brunswick Edition, 1893



# Postal Museum Library



## DOMINICAINE

Oblitération imprimée avec le timbre

1866-1874



1879





LIBRARY OF FREER GALLERY OF ART  
AND ARTHUR M. SACKLER GALLERY

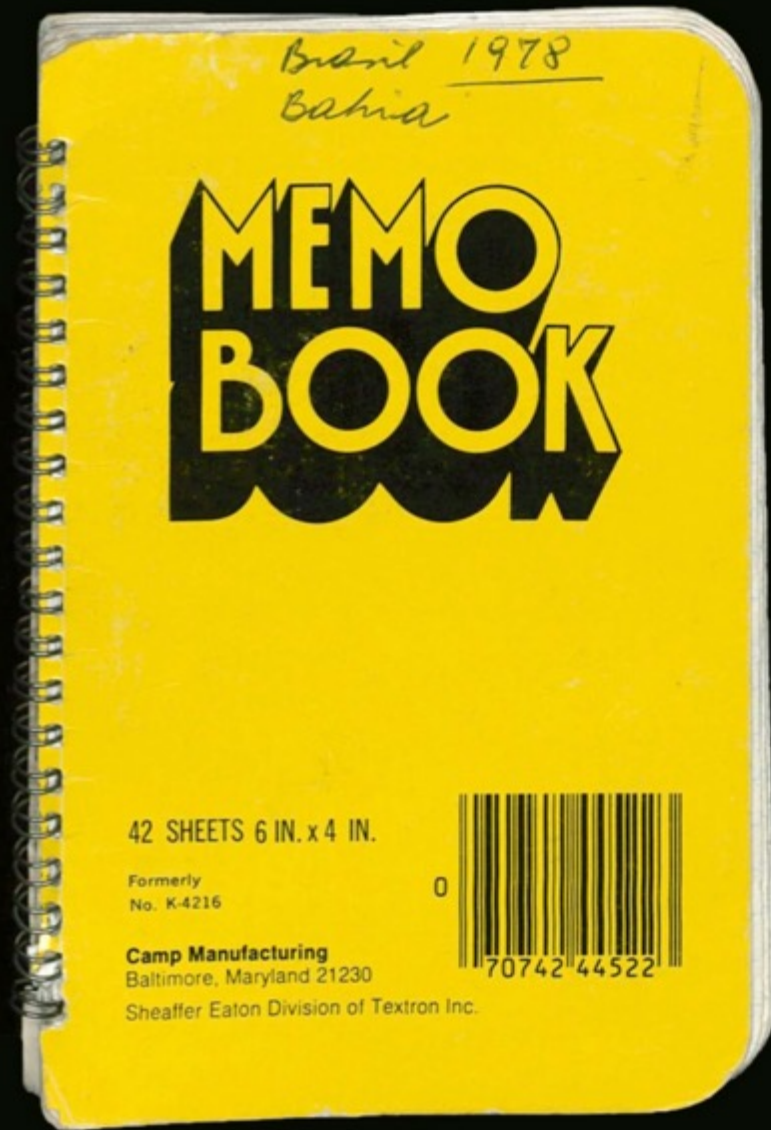
The Library of the Freer Gallery of Art and Arthur M. Sackler Gallery originated as a collection of four thousand monographs, periodical issues, offprints, and sales catalogues that Charles Lang Freer donated to the Smithsonian Institution as part of his gift to the nation.

With more than eighty-six thousand volumes, the Library now is considered one of the finest repositories of Asian art resources in the United States.





# The "A" in SLA: The Smithsonian Archives serves as the institutional memory keeper for the SMITHSONIAN



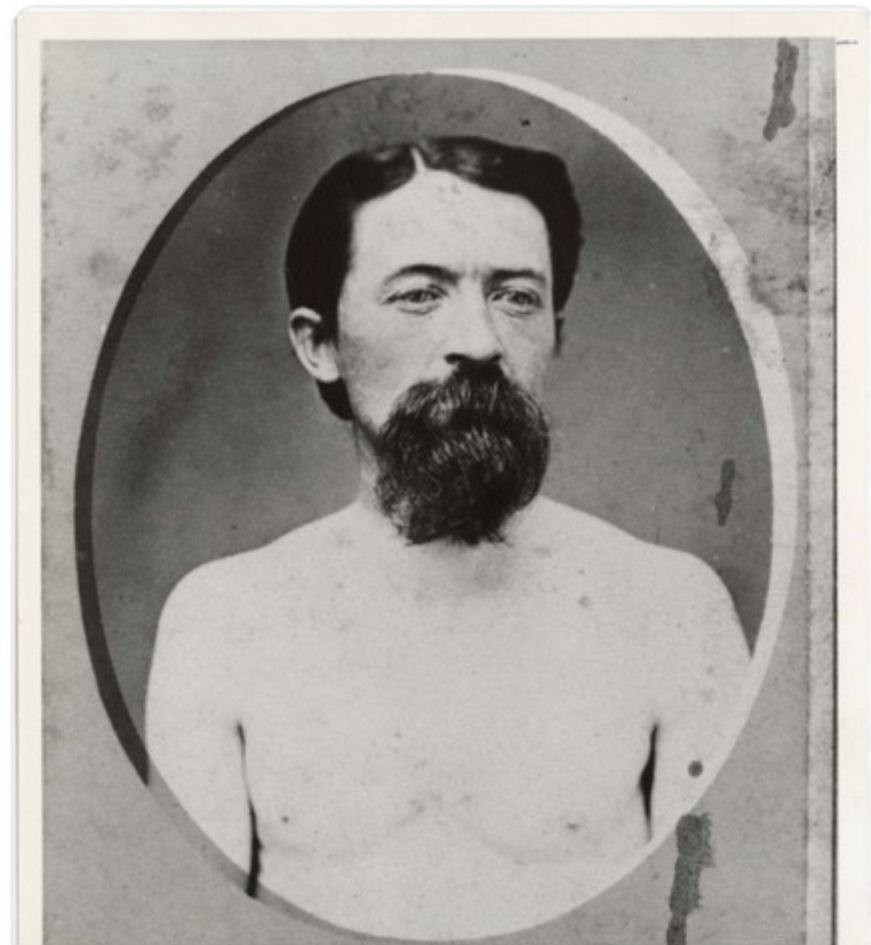
OUR FUTURE IS EMPOWERED BY THE NARRATIVE OF OUR PAST



Smithsonian Archives  
@SmithsonianArch



Happy birthday to the naked janitor! 🎉 You read that right. A celebrity in our eyes, Joseph Herron, born in 1839, was known to have preferred working his night shifts at the museum (1866-82)...without clothing. He posed for this staff photo in his preferred state. (📷 :SA-669)



at the expiration of three months after my death.

I have at diverse times lent sums of money to Henry Honor Sully formerly my agent but now keeping the Hungford Hotel in the rue Caumartin at Paris & for which sums of money, I have undated bills or bonds signed by him, now I will and direct that if he desires it these sums of money be let remain in his hands at an interest of five per cent. for five years after ~~my death~~ the date of the present will.

To Henry James Hungerford my nephew, heretofore called Henry James Dickinson, son to my late brother Lieutenant Colonel Henry Louis Dickinson, now residing with M<sup>r</sup> Hubois at Bourg-la Reine near Paris, I give and bequeath for his life the whole of the income arising from my property, of every nature and kind whatever, after the payment of the above annuity, & after the death of John Fit all that annuity likewise, the payments to be made to

Washington, under the name to the Smithsonian institution, an establishment for the increase & diffusion of Knowledge among men.

I think proper here to state that all the money ~~that~~ <sup>which</sup> will be standing in the French five per cents, at my death in the names of the father of my above mentioned nephew, Henry James Hungerford, & all that in my names, is the property of my said nephew, bearing what he inherited from his father or what I have laid up for him from the saving upon his income. James Smithson

James  
Smithson's  
Will



Smithsonian  
Libraries and Archives



Smithsonian Archives ✓  
@SmithsonianArch

Replying to @USNatArchives and @NMNH

Oh. It's good.

1. This beard lived on the face of Hans Langseth and was dubbed the longest beard in the country.
2. It was Langseth's final wish that his children cut off the beard before he was buried
3. And 📍 (📷: @SmithsonianMag)  
[#ArchivesFacialHair](#)

[s.si.edu/LongestBeard](https://s.si.edu/LongestBeard)



# SLA: Impacting research in every space...Fearlessly present in every case

## NATURE BY DESIGN:

### Botanical Expressions

At the turn of the 20th century, the intersection of botanical study with design practice stimulated an array of plant forms and motifs in furnishings, glassware, ceramics, textiles, and more. *Botanical Expressions* reveals how designers, inspired by nature and informed by scientific knowledge, created vibrant new designs in America, Britain, France, and the Netherlands. Blossoming vases, plantlike structures, fanciful garden illustrations, and a diversity of vegetal and floral patterns reveal how nature and design dynamically merged.

An increasing number of designers, trained as botanists, advocated for the beauty and order of nature's systems, colors, and patterns. Many manufacturers operated in proximity to gardens for natural study and stocked books of botanical illustrations as resources for their designers. These primary sources, on loan from Smithsonian Libraries, appear alongside the objects they influenced.

Since the 19th century, the garden was often seen as a refuge from industry and a natural source of plenty and pleasure. This history of botanical expressions in design illuminates a reflection on the critical role of nature within our world.



SLA: Fearless Collaborators

## Curatorial Partnerships

SLA Librarians, archivists and Smithsonian museum curators are key partners in enabling innovative approaches to research, learning and scholarship.







# Our vision is inspired by the work and legacy of SLA staff

I believe in bringing people together for a collective purpose and shared vision; and to redefine what values, skills and resources are needed to shape the future that is Smithsonian Libraries and Archives. We all have to be vested and present. We have to choose to embrace a radical future in support of the excellence our audience has come to know SLA for.

I want the staff of SLA to work in tandem with our Executive Leadership Team (ELT) and our SLA Advisory Board to be bold in our pursuit of continued excellence. There is much work to be done but let's be cognizant that we are fearlessly SLA and that should encourage us in this journey and opportunity to educate and inspire generations.

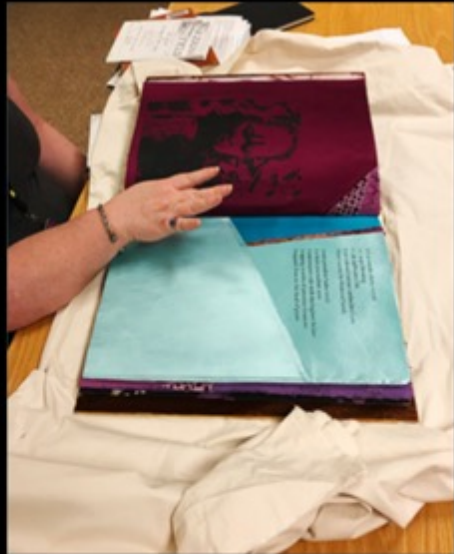


# Our Vision for Smithsonian Libraries and Archives is NOT Neutral

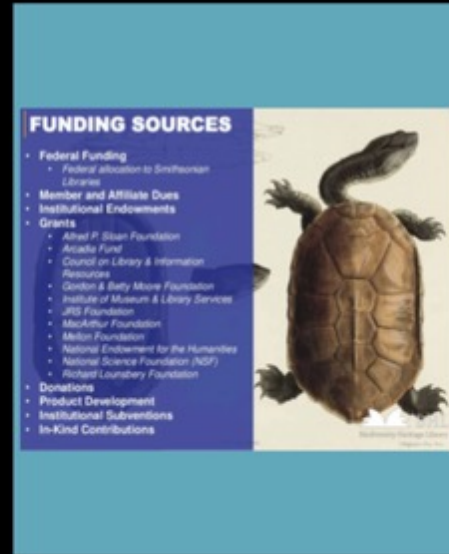
Our fearless vision for SLA will influence our identity, our services and thinking about research and scholarship. It is inclusively oriented and is aligned with the collaborative context of our Smithsonian community and beyond



1/ Identity



2/ New Global Research Interpretations



3/ Critical Collaboration



4/ Authenticity of Purpose



5/ Historical & Cultural Relevancy

Thank you!



Sounds Great...Sign me UP!  
But How Can I Get a JOB At SLA?



Smithsonian  
*Libraries and Archives*

# A bit about the Smithsonian...

## What it means to be “federal-ish” ... not:

- A Federal Agency (like Department of Transportation)
- An Independent Agency (like the EPA)
- A Legislative organization (like the Library of Congress)



Smithsonian  
*Libraries and Archives*

# A bit about the Smithsonian...

- The Smithsonian is a “Trust Instrumentality” of the United States (see SIA’s SI Legal history)
- The Smithsonian receives Federal funds for programs and operations
- About 66% Federal Employees, 34% “Trust”. See SI People

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# A bit about the Smithsonian...

- At the Smithsonian, “Trust” includes positions funded by:
  - Non-Federal grants
  - Donated funds
  - Earnings on individual and central endowments
  - Revenue from Smithsonian Enterprises (SI Magazine, Shops, restaurants, etc.)
  - For many (but not all) positions, the Trust and Federal processes are the same

# A bit about the Smithsonian...

Exceptions:

- Directors of Smithsonian museums, SLA, etc.
- Advancement (fundraising)
- Smithsonian Enterprises (commercial activities)



# Smithsonian Position Cycle

1. Position Classification
2. Position Description
3. Job Analysis | Rating Plan
4. Job Announcement
5. Review of Applicants
6. Interviews
7. Selection
8. Background Check
9. On board!

# Smithsonian Position Cycle

## Position Classification

This is the first step in creating a position and determines the broad category of work.

### 1400 – Library and Archives Group

Series	Occupation
1410	<a href="#">Librarian Series</a>  [ 119 KB]
1411	<a href="#">Library Technician Series</a>  [ 124 KB]
1412	<a href="#">Technical Information Services Series</a>  [ 114 KB]
1420	<a href="#">Archivist Series</a>  [ 107 KB]
1421	<a href="#">Archives Technician Series</a>  [ 127 KB]

# Smithsonian Position Cycle: Position Description

## Position Description (PD)

This is the actual job you will do. The PD outlines:

- Job Duties
- Job Factors

### Duties

1. Provides guidance to BHL Program Director on trends and needs of the BHL Committee and Members Council for the management of the BHL.
2. Maintains program-wide statistics and generates reports to Program Director and other BHL member libraries on trends and projects of the BHL.
3. Provides project management assistance on planning for conferences, meetings and other in-person and virtual events.
4. Supervises the management and coordinates social media and outreach for the BHL.
5. Supervises the management of the BHL program brand identity in the form of logos, brochures, business cards and other visual identity materials.

### Factor 4. Complexity

Assignments in standards and technical

writing numerous information standards and guidelines. Assesses applicability to local projects. Refines and adapts methods and the local needs. Must understand technical and specialized interact and collaborate with scientists and information technology and systems personnel.

Leadership and expertise for the management of the BHL is run in an efficient manner in the most beneficial spent to advance the mission of the BHL and

### Factor 7. Purpose of Contacts

The purpose of contacts is to participate in collaborative efforts and teamwork to improve and increase the availability of library resources for the institution and the general public. Some programs and projects may require extensive planning, coordination, and creative approaches.

### Factor 8. Physical Demands

The work is sedentary and includes no special physical demands. It may involve some walking, standing, bending or carrying of light items.

### Factor 9. Work Environment

The work involves everyday risks or discomforts typically associated with libraries, offices, meeting and training rooms. The work areas are adequately heated, lighted and ventilated.

# Smithsonian Position Cycle: Job Analysis | Rating Plan

These documents are created by the hiring manager and determine the qualities being sought in a candidate. They will also determine the questions asked in your application.

List MAJOR duties from the position description.	What competencies are important and would enhance performance for this major duty?	STARS Question ID that relates to Competency	Level of Importance for Competency (Very Imp. Important) ***	STARS Regular: % of Importance for Competency. Total is 100%.	Identify work experience, task examples and/or training/education completed which would demonstrate an applicant's possession of this competency. List, at a minimum, the "Low" level.
1. Create and administer mechanisms for coordinating digitizing efforts and funding across the Biodiversity Heritage Library (BHL) and with other large scanning programs and projects that BHL may partner with.	Knowledge on collection selection and collections evaluation issues for a major biodiversity digitizing program.	68949 70266 NEW	Very Important		<p><b>HIGH:</b> Management of multi-institution projects at the national and international level.</p> <p><b>MEDIUM:</b> Project management of single institution projects</p> <p><b>LOW:</b> Experience managing one of the following in a natural history research library: project management, branding, collection development, and reference.</p>
2. Create and administer mechanisms for coordinating digitizing efforts and funding across the Biodiversity Heritage Library (BHL) and with other large scanning programs and projects that BHL may partner with.	Knowledge of biodiversity taxonomic practices by working taxonomist and bioinformaticians.	59465 71839 62105 71839	Very Important		<p><b>HIGH:</b> Management of multi-institution projects at the national and international level.</p> <p><b>MEDIUM:</b> Project management of single institution projects</p> <p><b>LOW:</b> Experience managing one of the following in a natural history research library: project management, branding, collection development, and reference.</p>

# Smithsonian Position Cycle: Rating Plan

<b>COMPETENCY 2:</b> Knowledge of biodiversity taxonomic practices by working taxonomist and bioinformaticians.		<b>% of Importance (20)</b>
<b>Question ID#:</b>	59465	<b>Question Type:</b> MC
<b>Question:</b>	Which of the following best describes your experience in invertebrate anatomy, taxonomy, and zoological techniques?	
<b>Weighted Score</b>	<b>Initial Score</b>	<b>Responses</b>
	8	I have a high degree of invertebrate anatomy and taxonomic knowledge, and I am well-versed in zoological techniques.
	6	I have a good knowledge of invertebrate anatomy and taxonomy, and I am familiar with zoological techniques.
	4	I have a basic understanding of invertebrate anatomy and taxonomy.
	2	I have a little knowledge of invertebrate taxonomy.
	0	None of the above

# Smithsonian Position Cycle: Rating Plan

<b>Question ID#:</b>	65564	<b>Question Type:</b>	MAMC
<b>Question:</b>	Which of the following best describes your experience developing annual work plans and overseeing the technical implementation of an international project <u>in the area of science and biodiversity conservation</u> ? (Check all that apply)		
<b>Weighted Score</b>	<b>Initial Score</b>	<b>Responses</b>	
	8	I have developed entire annual work plans for projects <u>in the area of science and biodiversity conservation</u> , and I have overseen the technical implementation of the project in accordance with a finalized work plan.	
	6	I have developed portions annual work plans for projects <u>in the area of science and biodiversity conservation</u> and I have overseen the technical implementation of the project in accordance with a finalized work plan.	
	4	I have prepared entire technical reports for projects <u>in the area of science and biodiversity conservation</u> in accordance with donor requirements.	
	2	I have prepared portions of technical reports for projects <u>in the area of science and biodiversity conservation</u> in accordance with donor requirements.	
	0	None of the above.	

# Smithsonian Position Cycle: Job Announcement

Review the job announcement carefully and be sure you cover those knowledge, skills, and ability portions in your resume

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your application will be evaluated first for the basic qualifications described above. The applications that meet the basic qualifications will be evaluated further against the following criteria:

- Experience with acquiring, receiving, and delivering research assets, as well as with collecting, curating and presenting use, price, and availability data for circulation, interlibrary loan and patron services.
- Ability to lead and create responsive services in a complex library system.
- Experience with current and emerging library technologies that support access, bibliographic work, circulation, interlibrary loan, and resource sharing systems in a large, dispersed, multi-branch library system.
- Ability to supervise a diverse staff.

Applicants who meet or exceed minimum qualifications will be assigned to one of three category groups based on job-related criteria:

Best Category - Meets the minimum qualification requirements and excels in most of the job related competencies above.

Better Category - Meets the minimum qualification requirements and satisfies most of the job related competencies above.

Good Category - Meets the minimum qualification requirements, but does not satisfy most of the job related competencies above to a substantive degree.

# Smithsonian Position Cycle: Job Announcement

**Important Note:**

Your resume and supporting documentation will be compared to your responses to the occupational questionnaire or other assessment tool for consistency. If a determination is made that you have rated yourself higher than is supported by your resume, you will be assigned a rating commensurate to your described experience. Your resume should provide sufficient information regarding how your education and experience relate to this position, including the major duties and qualifications criteria listed.



# SLA Job Search Result Descriptions

(This is an example of a SLA Posting)

SLA jobs will be listed as  
GS =Grade Scale, SL=Senior Level  
IS= Trust Position  
1400 – Series of the job specific to librarians  
GS-09 – Grade or level you begin.

COVID-19 Vaccination requirement

SLA JOB Title

The screenshot shows a USAJOBS job posting for 'Librarian (Remote and RapidCAT Coordinator)' at the Smithsonian Institution. The job title is circled in red. Below it, a light blue box contains a 'COVID-19 Vaccination Requirement' notice, also circled in red. The 'Summary' section is circled in red and contains text about the position's location in the Office of Discovery Services (DISC), Smithsonian Libraries and Archives (SLA). The 'Overview' sidebar on the right contains several items circled in red: 'Open & closing dates' (04/14/2022 to 04/27/2022), 'Salary' (\$61,947 - \$80,532 per year), 'Pay scale & grade' (GS 09), 'Location' (Washington, DC), and 'Telework eligible' (Yes—as determined by the agency policy).

Job summary including SLA locations and Departments – this is often a general list so make sure to double check the locations when you apply for.

Telework Eligibility

Job closing date. You **must** apply by this date. No exceptions.

# Smithsonian Position Cycle: Review of Applicants

Applicants will be reviewed and ranked according to the rating plan.

1. Do you meet basic requirements?
2. Score on specific factors
3. Added to a “Certificate of Eligibility” (“cert”)

Applicants who meet or exceed minimum qualifications will be assigned to one of three category groups based on job-related criteria:

Best Category - Meets the minimum qualification requirements and excels in most of the job related competencies above.

Better Category - Meets the minimum qualification requirements and satisfies most of the job related competencies above.

Good Category - Meets the minimum qualification requirements, but does not satisfy most of the job related competencies above to a substantive degree.

# Smithsonian Position Cycle: “The Cert”

Qualified applicants are placed on a “cert” that is given to the hiring manager.

Applicants are selected for interview in order of qualifications.

A candidate must be selected from the “cert” within a fixed time or the position expires and must be restarted.



# Smithsonian Position Cycle

1. Selection
2. Background Check
3. On board!

# I applied ... why haven't I heard anything?

1. Read the OPM FAQ on [“What to Expect After You Apply”](#)
2. The “cert” expired before a selection was made.



# Tips for Applying for Smithsonian Jobs

- If you're new to the Federal or Smithsonian hiring process, please read up on the [Office of Personnel Management \(OPM\) FAQ](#) for job seekers
- or this handy page from [Tips For Applying for Federal Jobs](#) (from the Smithsonian's very own Environmental Research Center)

# Tips for Applying for Smithsonian Jobs

- Read the position description very carefully
- Design your functional resume to match the knowledge, skills, and abilities as outlined in the position description (more upcoming)
- It is always good to include a cover letter that explains your interest in the position and your qualifications. BUT, be sure all qualifications are in your resume as that is what will be evaluated first!
- Have unofficial or official transcripts from all your higher education ready to go

# USA Jobs

- The great majority (**but not all!**) Smithsonian positions are posted to [USA Jobs](#).
  - Create an account/profile on USA Jobs, it will save you time when your dream position comes up!
  - Use the “job alert” feature of USA Jobs to get emails when a type of position you’re interested in is open for applications





# Tips for Applying for Smithsonian Jobs: Your Resume

- Functional Resume vs. CV
- [Functional Resume Examples](#)

A functional resume template does not focus on your chronological work history but on your skills and experience. Functional resumes are also effective for job seekers whose work history is not directly related to the job.

In functional resumes, specific skills and capabilities are emphasized to underscore the abilities of the person.

This approach of functional resume templates is different from a traditional resume that displays a timeline of work experience in reverse chronological order with brief descriptions of each job.

Nilda Lopez, Reference Librarian  
Cooper Hewitt, Smithsonian Design Museum Library  
Smithsonian Libraries and Archives



# What to Expect from a Federal/Smithsonian Job

- Pay and Locality Pay: [OPM Pay Tables](#)
- Benefits
  - Health Care
  - Life Insurance
  - Paid Sick Leave (4 hours per pay period)
  - Paid Annual Leave (4-8 hour per pay period)
  - Pre-tax health and dependent care accounts
  - Commuter benefits

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	26532	27423	28304	29183	30064	30579	31453	32331	32367	33190
2	29834	30544	31532	32367	32733	33695	34658	35621	36584	37547
3	32552	33637	34723	35808	36893	37978	39063	40148	41233	42318
4	36542	37760	38978	40196	41414	42632	43849	45067	46285	47503
5	40883	42246	43609	44971	46334	47697	49059	50422	51785	53147
6	45574	47093	48612	50131	51651	53170	54689	56208	57727	59246
7	50643	52331	54018	55706	57393	59081	60768	62456	64143	65831
8	56086	57955	59824	61693	63562	65431	67300	69169	71038	72907
9	61947	64012	66077	68142	70207	72272	74337	76402	78467	80532
10	68217	70491	72765	75039	77313	79587	81862	84136	86410	88684
11	74950	77447	79945	82443	84941	87439	89936	92434	94932	97430
12	89834	92829	95824	98818	101813	104808	107803	110798	113793	116788
13	106823	110384	113944	117505	121065	124626	128187	131747	135308	138868
14	126233	130441	134649	138856	143064	147272	151479	155687	159894	164102
15	148484	153434	158383	163333	168282	173232	176300 *	176300 *	176300 *	176300 *



# Some Upcoming SLA Positions

- Reference and Research Center Librarians across many of our locations
- Digital Imaging Specialists and Technicians
- Computer Programmers
- Resource Description Librarian
- Video Preservation Specialists
- Cooper Hewitt Collections Curator



Smithsonian  
*Libraries and Archives*

# Resource Links: Smithsonian

- [Smithsonian: Work With Us](#)
- [Current Smithsonian Position Openings](#)
- [Tips For Applying for Federal Jobs](#) (from the Smithsonian's Environmental Research Center)

# Resource Links: General

- [OPM Position Classification Standards](#) | [Functional Guides](#) | [Job Analysis Template](#) | [OPM Job Seeker FAQ](#)
- [Library and Archives Group \(1400\)](#)
  - GS-1410 (librarian) | GS-1411 (library technician) | GS-1412 (technical information series) | GS-1420 (archivist) | GS-1421 (archives technician)
- [Information Technology Group \(2200\)](#) | [Program Management Series \(340\)](#) |
- [USAJobs](#) | [Careers at the Library of Congress](#)
- [OPM Pay Tables](#) | [Federal Benefits](#) | [Resume Tips from USAJobs](#)

# Thank You and Questions

Twitter: @evangelestia and @UDCMRK