

Consultant: Coleman Family Archive

The Center for Brooklyn History (CBH) is seeking a freelance researcher to create an inventory of unpublished research materials from the family estate of an independent researcher, Bill Coleman. This collection consists of research documenting the history of enslavement in Brooklyn, including books, articles, notes, and bibliographies. This inventory is intended for scholarly and public audiences to access the research and use its findings.

This candidate could come from an existing archival/historical consulting or freelancing background, or could be a history, archives, or library sciences student looking to gain firsthand experience. The inventory work will be completed at the family home, and the ideal candidate would need to provide strong personal and professional references and pass a background check.

Deliverables and Scope of work:

Using existing electronic bibliographies and paper-based inventories, the candidate will create a complete inventory of research materials used by Bill Coleman, inventorying the books and files to identify and label which volumes are included in the bibliography. They will also develop a system to locate the physical volumes in the home library and conduct a shelf read.

The inventory should document:

- Detailed information about each book available including dates, publisher information, edition information as well as titles, notes on marginalia, and condition.
- Information about the scope of the work and its relation to Brooklyn History and the history of enslavement in Brooklyn.
- Information about the rarity of the work and if duplicates exist within the Coleman collection, the collection at Center for Brooklyn History and Brooklyn Public Library.

The researcher would use this information to assess the physical collection, making recommendations for:

- Items to be kept by the Coleman family.
- Items that may be suitable for the collection at CBH
- How these materials should be incorporated into CBH's public programs, online offerings, or other public-facing offerings.

Qualifications:

The qualifications listed below are an indication of all potential backgrounds this candidate may come from, but all interested should apply:

- Library school students and/or recent graduate
- Recent graduates or current undergraduate or graduate students in History, Archives, African American Studies, Museum Studies, Atlantic World, or American Studies.
- Freelance and/or consulting archivists.
- Freelance and/or consulting public historians.

Successful candidates will be able to demonstrate a history of successful self-directed work, subject area background in New York City history and/or history of slavery, cataloguing/database experience, and a high degree of professionalism/discretion for conducting work in a family home.

Compensation:

The freelance researcher will be paid at a rate of \$30 per hour, up to 250 hours. This position is ineligible for benefits.

Interested candidates can contact by emailing with the subject line **Freelance Researcher** to Assistant Director for Collections and Public Service, Natiba Guy-Clement at nguy-clement@bklynlibrary.org