**David B. Long**

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**Education:**

Masters of Library and Information Science, Rutgers University December 2004

 *Specialization:* Arts Librarianship

 Preservation of Library and Archival Materials

 Records Management

 Manuscripts and Archives

Masters of Public Administration, Cornell University August 1995

 *Specialization:* Nonprofit administration and cultural/arts policy

Bachelors of Science - Economics with Honors, Penn State University May 1990

 *Minor:* Pennsylvania Studies

**Experience:**

Archivist & Art Collection Manager, George School, Newtown, PA 2008 - Present

*Relevant Duties:* Organized the school archives to professional standards

Instituted a collection development policy for archival, rare book, and campus art collections

 Instituted a systematic restoration timeline for art/objects collection

Negotiated the transfer of specific collections to more appropriate institutions

Provided reference services and assistance to both internal users and external researchers and students

Special Collections Assistant Level V, Pliny Fisk Library of Economics and Finance

 RIS, Firestone Library, Princeton University 2001 - Present

 *Relevant Duties:* Instituted preservation program for circulating book collection

 Managed catalog records within Voyager software

 Provided reference desk services to library patrons

 Oversaw Industrial Relations collection cataloging project

 Maintained web pages for working paper and central bank collections

Volunteer, Spruance Library, Bucks County Historical Society, Doylestown, PA 1995 - Present

 *Relevant Tasks:* Reorganized the Henry Chapman Mercer Papers

 Catalogued ‘hard image’ photograph collection

 Catalogued stereoview photograph collection

 Assisted with book and manuscript collection development policy

 Processed/catalogued the Fonthill library collection