David B. Long 258 Jackson Street Trenton, NJ 08611 (609) 278-2925 dblong@princeton.edu

Education:

Masters of Library and Information Science, Rutgers University

Specialization: Arts Librarianship

Preservation of Library and Archival Materials

Records Management Manuscripts and Archives

Masters of Public Administration, Cornell University

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

December 2004

August 1995

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