

JOB TITLE: Catalog Librarian
JOB CODE: CA09262018
REPORTS TO: Director of Library
DIVISION/DEPARTMENT: Academic Affairs/Library
CLASSIFICATION: Full-time, 12-months, benefits eligible
AVAILABLE: Open Until Filled

To apply for this position send resume and cover letter to jobs@loc.edu and place the job code **CA09262018** in the subject line of the email.

POSITION OVERVIEW:

The Catalog Librarian serves as the coordinator for organizing, cataloging and maintaining the library print and non-print collection according to the Library of Congress Classification system.

DUTIES AND RESPONSIBILITIES:

This librarian is responsible for providing interlibrary loan to faculty, staff and students. The Catalog Librarian assists patrons with public services activities and library instruction during prescribed hours. Provides leadership and creative vision for the implementation of a comprehensive and effective technical services program which includes the integration of technology (OCLC and interlibrary loan) into the service delivery area in collaboration with the Director of Library Services; Coordinates the general operation of the technical services area including scheduling, record keeping, assessment of outcomes, supervision and training of student workers; Maintains the Online Public Access Catalog; aids patrons in use of catalog; Catalogs all books and materials for public use; Develops and produces a periodic recent additions list; Provides informational literacy instruction, tours or lectures for classes when scheduled; Assists in collection development; Works with the Director of Library Services and other library staff members in planning and implementing library enhancements for improved quality service; Helps to develop, implement and evaluate library policies and procedures as needed in collaboration with the library staff; Performs related duties as requested by the Director of Library Services which might be necessary for continued effective quality service; This position reports to the Director of Library.

QUALIFICATIONS:

Master's degree in Library Science or Information Science from an ALA accredited library school and demonstrated experience in an original cataloging position at an academic library preferred; Ability to catalog materials using the OCLC network and the Library of Congress Classification System; Knowledge of online systems and developing technologies is essential.

KNOWLEDGE, SKILLS & ABILITIES:

Ability to communicate and work effectively with students, faculty and staff from diverse multi-cultural socio-economic populations in public settings;
Ability to work productively in a team environment with information technology and library personnel;
Knowledge of Microsoft Excel, Word, and Access. Commitment to the mission and vision of the College.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Employee must be able to lift books and other library materials, push/pull book trucks weighing up to 100 lbs. Ability to bend, stoop, sit, walk and stand for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.