

Cataloging Librarian

Cataloger/Technical Services Librarian. Full-time twelve-month, tenure-earning faculty appointment. Responsible for cataloging and physical processing of materials.

Required: ALA/MLS and minimum of two years work experience in cataloging including demonstrated experience using OCLC or a similar bibliographic utility.

Preferred: second Master's degree, work experience with online library system in a consortium.

Salary from \$42,500.

Send letter of application, resume, and three references by _____.

For more information visit our website at http://library.pittstate.edu/staff/2006_tsl.html.

Position Description:

REPORTS TO: Dean of Learning Resources

GENERAL FUNCTION: Responsible for supervising functions of cataloging, mending, physical processing of library materials, and database maintenance.

SPECIFIC FUNCTIONS: Responsible for standardized bibliographic entries in the on-line catalog, including authority control for subjects, authors, and series.

Responsible for staff training and the quality control of bibliographic records in the database of the local library catalog consortium.

Responsible for compliance with performance standards of OCLC input, product output, and processing quality.

Responsible for standardizing metadata records for library digital projects

Serves as institutional contact for BCR, OCLC, and other technical processing vendors.

Responsible for continuing education of library staff for technical processing functions.

Coordinates the maintenance of records and statistics of Library holdings.

Responsible for the conservation and preservation of all library collections, including continuing education of library staff, in conjunction with the Curator of Special Collections.

Maintains current unit procedure manuals.

Participates in night and weekend reference schedules.

Undertakes other functions and responsibilities as directed.

P State University is an Equal Opportunity, Affirmative Action Employer.