

TopResume®

Get Hired with expert resume, cover letter, LinkedIn, and interview prep guidance with **Candidate Premium Services.**

in

Get started!



Q

Keyword or Job Title

📍

Location

200 mi/320 km

▼

Search

Career Center Home / Search Jobs / Monograph Cataloging Librarian

## Monograph Cataloging Librarian



🏢

Ball State University

📍

Indiana, United States

(On-Site)

Member Company

15 days ago

🏢

Library or Company Type

📄

Job Category

Academic/Research (College/...

Cataloging/Metadata

Description

University Libraries

Monograph Cataloging Librarian

Ball State University

The Ball State University Libraries is looking for a talented librarian to join our committed and highly-engaged team of professionals as Monograph Cataloging Librarian. Joining colleagues in Cataloging and Discovery Services, this position provides expertise and direction for the copy cataloging of monographs in digital, print, and multimedia formats to optimize user discovery and access to resources in the Libraries’ collections. Ball State University Libraries employs 48 professionals and 62 staff employees. With access to over one million print volumes and more than 1.3 million e-resources, the Libraries provides access to a full spectrum of scholarly resources and also offers vibrant and inclusive learning and collaboration space for the entire learning community at Ball State.

At Ball State University, inclusiveness and freedom of expression are a part of our enduring values and inform all of our efforts. We encourage applicants to familiarize themselves with our Inclusive Excellence Plan to learn more about our commitment and to identify how you might contribute to these efforts.

**Position Function:** Plan, direct, and coordinate workflows for copy cataloging of materials in digital, print, and multimedia formats to optimize user resource discovery and access to scholarly resources that support research, teaching, and learning; supervise personnel assigned to the section; provide original and complex copy cataloging according to established library standards and practices; create authority records; participate in the enrichment and maintenance of the University Libraries’ library management system and digital collections; support an inclusive, diverse, and collaborative work environment and service culture to advance the strategic direction of the University Libraries.

**Minimum Education:** MLS/MLIS/MIS degree from an ALA accredited program by date of appointment.

**Minimum Experience:** At least one year of cataloging experience using MARC formats, RDA, Library of Congress subject headings and classification, a bibliographic utility such as OCLC Connexion, and a library management system, such as Alma.

**Minimum Other:** Effective oral and written communication skills; working knowledge of basic Microsoft Office applications.

Candidates for searches must have current authorization to be employed in the U.S. without employer sponsorship.

**Preferred Education:** Additional advanced degrees.

**Preferred Experience:** Supervisory experience; professional cataloging experience in an academic library; map cataloging experience.

**Preferred Other:** Ability to work with a variety of foreign languages, including those using non-Roman scripts; knowledge of emerging technologies, especially metadata systems and related standards.

APPLY

Apply online at: <https://bsu.peopleadmin.com/postings/41694> Include the following documents with your application: resume, and in support of your application for this position, please prepare and submit a cover letter that describes how your qualifications and experiences align with the elements of the position description (or leadership profile). In your cover letter, please also describe how you have demonstrated a commitment to our University's **enduring values**, including inclusiveness, which we define as a commitment to respect and embrace equity, inclusion, and diversity in people, ideas, and opinions. The option to upload transcripts is available. Original, official transcripts showing the highest related degree earned is required at the time of hire (even if obtained at BSU). Degree verification will be conducted. Review of applications will begin immediately and will be accepted through **March 27, 2024**.

**Pay Range:** The minimum salary for this position is \$55,000.

Ball State is a great place to work! In fact, Forbes has ranked Ball State University as the fourth-best midsize employer—and the only recognized education institution—in the State of Indiana

Ball State University is located in Muncie, Indiana, on an attractive campus 45 miles northeast of Indianapolis. Approximately 20,000 graduate and undergraduate students enroll in one of eight academic colleges that offer 270+ undergraduate and graduate programs. Many of our master's, doctoral, certificate, and specialist degrees rank among the best in the nation. We engage students in educational, research, and creative endeavors that empower our graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service, while we enhance the economic, environmental, and social vitality of our community, our state, and our world.

The Ball State way is rooted in the Beneficence Pledge – a commitment to excellence in teaching and scholarship, honesty and integrity, social responsibility, gratitude, and valuing the intrinsic worth of each member of our community. Ball State students, faculty, and staff are empowered in a culture that believes in them and demands they believe in themselves. They are partners in an innovative, immersive approach to education. They are supported by living and learning facilities that enable intellectual curiosity. We graduate scholars who are changing the world, and we've dedicated our University to do the same.

Ball State University is an Equal Opportunity/Affirmative Action employer that is strongly and actively committed to diversity within its community. Women, minorities, individuals with disabilities and protected veterans are strongly encouraged to apply. All qualified applicants will receive equal consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, protected veteran status or any other legally protected status.

Requirements

Plan, direct, and coordinate workflows for copy cataloging of materials in digital, print, and multimedia formats to optimize user resource discovery and access to scholarly resources that support research, teaching, and learning; supervise personnel assigned to the section; provide original and complex copy cataloging according to established library standards and practices; create authority records; participate in the enrichment and maintenance of the University Libraries' library management system and digital collections; support an inclusive, diverse, and collaborative work environment and service culture to advance the strategic direction of the University Libraries.

Job ID: 72530915




Ball State University is located in Muncie, Indiana, on an attractive campus 50 miles northeast of Indianapolis. Approximately 21,000 graduate and undergraduate students enroll in one of seven academic colleges that offer 187 undergraduate programs, 99 master's programs, and 17 doctoral programs. Ball State University strives to be a premier teaching institution offering instruction and scholarly inquiry of high quality within an environment that emphasizes personal attention. Ball State University encourages all intere...

[View Full Profile](#)


View your connections




Jobs You May Like





**ARLIS Catalog Librarian**  
University of Alaska Anchorage  
Anchorage, AK, United States (On-Site)






**Assistant Professor Cataloging ...**  
University of Nebraska -...  
Lincoln, NE, United States (On-Site)





**Cataloging**  
Swarthmore  
Swarthmore,



**TopResume®**

Get Hired with expert resume, cover letter, LinkedIn, and interview prep guidance with **Candidate Premium Services.**



Job sites powered by **ymcareers™**  
by communitybrands

ALA JOBLIST PLACEMENT & CAREER DEVELOPMENT SERVICE



[JobLIST Site Map](#)

[JobLIST Terms of Use](#)

[JobLIST Privacy Policy](#)

[ALA Privacy Policy](#)

[ALA Copyright Statement](#)

©2024 American Library Association  
225 N Michigan Ave Ste 1300, Chicago IL 60601-7616 | 1.800.545.2433  
ALA JobLIST Customer Support: 1.727.497.6574