




ARLIS Catalog Librarian

 University of Alaska Anchorage


 Anchorage, Alaska, United States (On-Site)

Member Company

26 days ago

 Library or Company Type

Academic/Research (College/...

 Job Category

Other/Not Listed

Description



ARLIS Catalog Librarian

- **Job No:** 527739
- **Classification:**Term Instructor
- **Grade:**UNAC Grade 40
- **Work type:**Faculty Full-time, On Campus
- **Administrative Unit:**University of Alaska Anchorage
- **School/Business unit:**UAA Consortium Library
- **Location:**Anchorage
- **Categories:** Education/Instructional, Library/Physical/Social Sciences

Position Summary:

Join the award-winning Alaska Resources Library & Information Services (ARLIS) in Anchorage, Alaska! The University of Alaska Anchorage / Alaska Pacific University Consortium Library is seeking a full-time ARLIS Catalog Librarian who will perform original and complex copy-cataloging of gray literature, electronic documents, serials, monographs, and integrating resources. This term faculty position offers opportunities for collaboration within the university and with libraries across the state in serving the research staff of state and federal natural resource agencies, the private sector, and the public. ARLIS is a multi-agency state and federal library that partners with the UAA/APU Consortium Library to provide library services focused on the natural and cultural resources of Alaska. This position is on-site at the main UAA campus in Anchorage and not remote.

ARLIS is seeking an experienced and knowledgeable original cataloger to be part of a dynamic and distinct specialized research library that reflects Alaska's natural and cultural heritage. As the Catalog Librarian, you will engage in an extensive knowledge sharing process pertaining to cataloging and the historical nature of the collection with our current longtime original cataloger. In this role, you will be doing the following on a daily and ongoing basis: applying complex national cataloging standards in U.S. Machine Readable Cataloging (MARC) format (and other emerging formats) using appropriate cataloging tools and software applications to create new records and to copy-catalog records; creating catalog records applying RDA (Resource Description and Access) or its predecessor AACR2 (Anglo-American Cataloging Rules) as well as other locally devised metadata standards adopted by ARLIS for special projects; applying Library of Congress (LC) classification system and devising local modifications; applying access points from LC/PCC (Program of Cooperative Cataloging) thesauri: name authority file, LC subject headings, and other LC/PCC standardized thesauri (e.g., for genres) when appropriate; upgrading and enhancing incomplete and inadequate bibliographic records; and updating obsolete bibliographic description in existing records; staying abreast with changes to professional cataloging/metadata standards. You will also be planning and implementing cataloging procedures, continually evaluating how procedures affect discoverability in the public catalog, and applying local policies to enhance bibliographic descriptions that draw out topics in ARLIS materials that of particular interest to our funding agencies in regards to Alaska, wildlife, and natural resources as well as issues of regional interest (polar, arctic, or northern regions). Cataloging of gray literature, electronic documents, complex serials, complex monographs, and integrating resources is a central component of this role.

You will be contributing to the ARLIS Document Server for public access to digital documents through bibliographic records and/or ARLIS webpages; collaborating on policies with cataloging staff; building HTML webpages for serials, for other multi-file works, and for special lists or special groupings of works; linking files stored on the ARLIS Document Server to bibliographic records using URLs and/or to ARLIS website, as appropriate; ascertaining which documents may be hosted on our server and which cannot be hosted due to copyright restrictions; and prioritizing the selection of materials that are to be stored on the ARLIS Document Server.

You will also be participating in: national cooperative cataloging programs, such as PCC programs of which ARLIS is a member (i.e., CONSER, NACO, SACO), as well as acting as support for the statewide NACO Alaska Funnel of PCC; and OCLC's Member Merge program to remove some duplicate monograph records in the WorldCat bibliographic database.

Lastly, you will be training and supervising Technical Service staff who engage in cataloging, physical processing, and digitization of print materials; performing quality control of the Technical Services output; tracking and approving timesheet hours for Technical Service staff; and maintaining performance statistics.

APPLY

policy makers (Library of Congress and Program for Cooperative Cataloging); MARC standards; Library of Congress Classification; Library of Congress Subject Headings; new national standards that are in development as they are instituted for use by general libraries. This position is specifically meant for emerging professionals with existing original cataloging experience.

Minimum Qualifications:

Master's degree in Library and Information Science from an ALA-accredited institution. Experience with complex original cataloging. Experience with the cataloging of gray literature, electronic documents, complex serials, complex monographs, and integrating resources.

Position Details:

This position is located on the main UAA campus in Anchorage, AK. This is a full-time, 9-month base contract with a 3-month contract extension, term-funded faculty position complete with both a competitive salary and [full employee benefits package](#). UA provides a generous compensation package that includes retirement options, faculty time off, 12 paid holidays per year, tuition waivers for employees and family members, and affordable medical, dental and vision care coverage, and representation under a Collective Bargaining Agreement.

Special Instructions to Applicants:

To be considered for this position, applicants must upload the following documents to their online application:

- Resume
- Cover Letter
- Three (3) professional references

Applications will be accepted for review on **March 11, 2024**. To ensure consideration, please apply by 11:55 PM, Alaska Standard Time, on **March 10, 2024**.

***To be eligible for this position, applicants must be legally authorized to work in the United States without restriction. Applicants who now or may in the future require visa sponsorship to work in the United States are not eligible.**

This position is represented by United Academics (UNAC). <http://www.unitedacademics.net/>

This position is term-funded and is reviewed annually for contract renewal at the University's discretion.

The University of Alaska (UA) is responsible for providing reasonable accommodations to individuals with disabilities throughout the applicant screening process. If you need assistance in completing this application or during any phase of the interview process, please contact UA Human Resources by phone at 907-450-8200.

UA is an affirmative action/equal opportunity employer, educational institution and provider and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act.

If you have any questions regarding this position, please contact Brandy Watts, ARLIS Director, at bwatts9@alaska.edu or (907) 786-7684.

Applications Close: Open until filled

To apply, visit: <https://careers.alaska.edu/en-us/job/527739/arlis-catalog-librarian>



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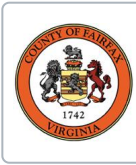
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