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Special Collections Cataloging Librarian

Wesleyan University
 Middletown, Connecticut, United States (On-Site)

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Job Type Full-Time	Job Duration Indefinite
Salary \$61,300.00 - \$72,300.00	Library or Company Type Academic/Research (College/University)
Min Experience 2-3 Years	Min Education Master's Degree
Required Travel 0-10%	Salary - Type Yearly Salary

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Description

Reporting to the Head of Special Collections, the Special Collections Cataloging Librarian is responsible for ensuring the accurate and appropriate bibliographical description of Special Collections material. Specific tasks include cataloging new acquisitions, processing backlogs, reviewing, revising, and updating existing metadata as appropriate, creating and modifying authority records through the Library of Congress Name Authority Cooperative Program, and performing related research.

In addition, this position oversees the housing and organization of Special Collections materials including stacks management and shelf preparation. They will also supervise student workers engaged in technical services work in the department. Library staff work collaboratively, and this position will actively engage with staff across the library to meet the responsibilities of this position and to contribute to the library’s overall success.

Responsibilities include:

Create complex bibliographic description for Special Collections items in all formats (including books, maps, artists’ books, serials, manuscripts, realia, visual materials, etc.) and in multiple languages; ensure the quality of bibliographic records through compliance with international and local standards.

Develop, implement, and document policies and workflows for the description of rare materials, in conversation with the Head of Cataloging and Head of Special Collections.

Manage the Special Collections stacks, including preparation of materials for shelving; set and document policies and protocols; plan and execute shelf moves as needed; and plan and manage inventory projects for book and bound manuscript collections in conversation with the Head of Special Collections.

Manage student employees performing technical services work in Special Collections, including devising appropriate projects and training students as needed.

Collaborate with colleagues in departments across the Libraries (including Cataloging, Digital Initiatives, Preservation and Book Arts, and Unique Collections) to create and ensure consistent policies and procedures, manage or participate in small- and large-scale projects (such as preservation/conservation evaluations, metadata remediation, or collection assessment), and support the goals and initiatives of the Libraries.

Maintain an awareness of, and adapt effectively to, emerging trends, technologies, and best practices in bibliographic description and the library profession generally.

Serve on the Special Collections reference desk, in rotation with other department staff.

Other duties as assigned.

Requirements

Minimum Qualifications:

Master’s degree in a relevant subject area (e.g. library or information science) and two years’ relevant experience, including original cataloging; or equivalent combination of education, training, and experience. (Professional experience, graduate school, and internships will all be considered.)

Demonstrated experience with an online library system and cataloging products; demonstrated ability to use technology effectively and to learn new technical skills quickly.

Familiarity with current standards for description of rare materials (e.g. RDA, DCRM suite, MARC21 formats, LCSH, and LC classification schemes); familiarity with authority control principles.

Experience with rare materials, or knowledge of bibliography and the history of the book, as demonstrated by experience and/or coursework.

Demonstrated ability to catalog materials in languages other than English.

Effective communications skills, including but not limited to those relevant to bibliographic description.

Project management and organizational skills, including the ability to balance multiple projects, prioritize tasks, and meet deadlines; strong attention to detail; and problem-solving abilities.

Demonstrated ability to work independently and collaboratively in a team-based environment.

Commitment to working collegially in a diverse environment and contributing to a respectful, inclusive community.

Ability to work onsite M-F, with occasional evenings and weekends.

Preferred Qualifications:

Strong original cataloging skills, especially those necessary for working with early printed books, manuscripts, and artists’ books.

Experience with the Ex Libris Alma system and OCLC cataloging products such as Connexion.

Experience with NACO/SACO authority control work and Wikidata.

Experience editing and cross-walking metadata using data processing and transformation tools such as MarcEdit or OpenRefine.

Familiarity with modern cataloging trends and best practices.

Reading knowledge of at least one language other than English.

Familiarity with current best practices for shelf preparation, housing, and preservation for books and other rare materials.

Experience with accessions triage or large-scale shelf moves.

Supervisory experience, particularly with undergraduate or graduate student workers.

Experience with reference services.

Job ID: 77217167



Wesleyan University

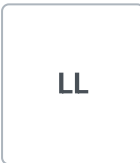
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