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ALCORN STATE UNIVERSITY

JOB DESCRIPTION

PLEASE DO NOT ALTER FORM

TITLE: Catalog Librarian-Tenure Track

DEPARTMENT: J. D. Boyd Library

REPORTS TO: Dean of University Libraries

EFFECTIVE DATE: September 1, 2016

EMPLOYMENT STATUS: (ex.; Full-time, Part-time, Seasonal) Full-time

PRINCIPAL PURPOSE OF JOB:

The principal purpose of the Catalog Librarian is to create coherent catalog records of the library resources, which enable users to access information resources in a variety of formats. This position will be responsible for the organization and maintenance of the library and its collections.

SCOPE OF RESPONSIBILITY:

Catalog Librarian must perform original and complex copy cataloging using OCLC and SirsiDynix systems, coordinate and supervise all cataloging functions in an automated environment using AACR2, L.C. Subject Headings, Dewey Classification, MARC formats, and carry out related authority work. Assist with special projects as needed. Serve as bibliographer/liaison with one or more academic departments.

ESSENTIAL JOB FUNCTIONS: (ex: duties that are essential to performing the job with or without an accommodation)

- Supervise and train cataloging staff and student assistants.
- Oversee the download of hundreds of bibliographic records daily and create holdings and item records to access to publications.
- Oversee the cataloging of documents and adhere to the standard policies and procedures used for cataloging.
- Ensure the accuracy and consistency of information in the Online Public Access Catalog (OPAC).
- Proofread all newly acquired cataloged and physically processed materials.
- Submit to the Dean and Director of Technical Services on a timely basis all departmental monthly, semi-annual and annual catalog and statistical reports.
- Keep abreast of the latest technologies, trends and issues used in/for cataloging.
- Teach general or discipline-specific instructional sessions.
- Teach regular instruction in the form of orientation that is provided to all first year students through UL101-University Life in addition to GC102-Survival Skills.
- Teach scheduled classes that require more in-depth instruction to selected research and method courses within the academic schools.

JOB TITLE

OTHER DUTIES: *(ex: tasks that may be necessary, but are not the main reason(s) the job was created)*

- Other duties as assigned by supervisor.

QUALIFICATIONS:

- Must hold a Master's Degree in Library and/or Information Science from an ALA accredited school.
- Must have a minimum of 2 years of experience providing library instruction.
- Must have demonstrated experience using current educational technologies and multimedia tools to deliver or enhance teaching, learning, and/or user services in both physical and online environments.

Licensing and Certifications

N/A

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of library policies and procedures.
- Professional library experience in the field of Library and Information Science.
- Knowledge of the contemporary principles and practices of library instruction, reference services, and professional standards.
- Knowledge of emerging trends and best practices in academic librarianship, instructional design, and outcomes-based assessment practices.
- Evidence of potential to maintain an ongoing program of scholarship at a level that would merit tenure and promotion.

I. PHYSICAL REQUIREMENTS: *(examples provided below)*

1. Ability to sit at a workstation for extended periods.
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds.
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account.

ALCORN STATE UNIVERSITY is an Equal Opportunity Employer

The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform.