

Catalog Librarian

How to Apply to this Posting

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Special Instructions

Posting Details

Position Information

Job Title	Catalog Librarian
FLSA Status	Exempt
Posted Salary Range	Commensurate with Experience
Employment Status	Full Time
Department	University Libraries
Minimum Qualifications	Master's Degree in Library and/or Information Science from an ALA accredited school.

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 Responsibilities Catalog Librarian must perform original and complex copy cataloging using OCLC and SirsiDynix systems, coordinates 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

- Manages daily work of the cataloging department including original cataloging, copy cataloging, metadata creation, and database maintenance; supervises, trains and evaluates student and library staff.
- Performs original and copy cataloging, creates and maintains metadata for library materials in all formats, including books, serials, audio-visual, digital and electronic resources.
- Creates original bibliographic and non-MARC metadata records following RDA, AACR2, Library of Congress Classification Schedules and subject headings and other non-MARC metadata related formats.
- Maintains knowledge of and engages in continuous professional development to keep up with current and developing standards and practices for metadata and cataloging.
- Participate in the delivery of reference service by staffing the reference desk and in teaching Information Literacy sessions.
- Serves on library and university committees.
- Teach general or discipline-specific instructional sessions.
- Teach regular instruction in the form of orientation that is provided to all first year students through ULI01-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.
- Other duties as assigned by supervisor.

Qualifications	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.
EEO / ADA Statement	
Physical Requirements	
Work in noisy (above 85 decibels) areas	No
Sedentary Work - Exerting 10 pounds	Frequently
Light Work - Exerting up to 20 pounds	Frequently
Medium Work - Exerting 20-50 pounds	Occasionally
Heavy Work - Exerting 50-100 pounds	Not Required
Very Heavy Work - Exerting in excess of 100 pounds	Not Required
Travel	Occasionally
Extended Work Hours	Frequently
Posting Detail Information	
Posting Number	
Number of Vacancies	1
Location	Lorman
Position End Date (if temporary)	
Open Date	09/24/2020
Close Date	
Open Until Filled	Yes
EEO Statement	<p>EEO Statement: Alcorn State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other factors prohibited by law in any of its educational programs, activities, services, admissions, or employment practices. The following offices are designated to handle inquires and/or complaints regarding non-discriminatory policies and procedures of Alcorn State University: Complaints, inquiries, or specific requests in regard to Title IX and Section 504 directives should</p>

be made to: Title IX Office, Walter Washington Administration Bldg., Room 519A, Lorman, MS, 39096, (601) 877-6700.

Complaints, inquiries, or requests in regard to non-discrimination in employment practices should be made to: Human Resources Department, Walter Washington Administration Bldg., Room 107, Lorman, MS, 39096, (601) 877-6188

Questions, complaints, or requests in regard to ADA/ADAAA compliance in employment practices should also be made to the department of human resources.

Advertising Summary

Excellent Benefits Package

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts
4. Letter of Recommendation (Professional)
5. Letter of Recommendation (Personal)
6. Letter of Recommendation (Professional or Personal)

Optional Documents

None