



# WEST VIRGINIA STATE UNIVERSITY

## **Cataloging Librarian Drain-Jordan Library**

### **West Virginia State University:**

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

The Drain-Jordan Library of West Virginia State University is looking for an energetic, tech savvy, and service-oriented candidate for the position of Cataloging Librarian. This is an at-will, non-essential, FLSA non-exempt, full-time, benefits eligible position.

### **Responsibilities for the Cataloging Librarian**

Responsibilities include the management of all aspects of cataloging materials, including quality control measures, the importing of outsourced records, withdrawal of cataloging records, and the application of professional cataloging standards. Interpret and apply Library of Congress (LC) subject headings, the use of Anglo-American Cataloging Rules (AACR2), Resource Description and Access (RDA), and/or the Online Library Computer Center (OCLC) manuals in cataloging and classifying library materials. Provides excellent and timely internal customer service, responding to employee questions, concerns, and help requests. This position assists the Director and library staff in providing courteous and efficient customer service to library patrons.

### **Requirements for the Cataloging Librarian**

A Master's Degree from an ALA-accredited library science program is required. Two or more years of experience in original and copy cataloging and classification of all formats of library material using Library of Congress (LC) classification, LC subject headings, machine-readable cataloging (MARC) records, and Anglo-American Cataloging Rules (AACR); experience with print and electronic serials management; demonstrated teaching and presentations skills. Previous work in an academic library is a plus.

### **Salary Statement**

*Salary will be commensurate with experience.*

### **To Apply:**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, copies academic transcripts, and the names and email addresses or phone numbers of three professional references by August 15, 2022. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).**