



OHIO NORTHERN UNIVERSITY

Heterick Memorial Library

Ada, Ohio

## **Cataloging/ Serials Librarian**

### **Position Description**

#### **Responsibilities**

Reports to the Library Director, the incumbent is responsible for the overall management of the Cataloging Dept. and works closely with the Acquisitions/Systems Librarian.

The position entails:

- Performing original and complex copy cataloging, classification, series and subject analysis for monographs, serials, electronic resources and non-book formats in all subject areas, according to AACR2-R, LC Rule interpretations, traditional and emerging metadata standards, and local policies and procedures.
- Providing accurate bibliographic, authority, and item descriptions of materials by creating and maintaining records in the online library catalog and OCLC bibliographic databases.
- Performing authority work according to full NACO standards.
- Developing and implementing policies and procedures pertaining to the cataloging department.
- Managing the processing of serials including receipt, claiming, binding and stack maintenance.
- Coordinating selection, weeding, and space planning for library collections.
- Planning, organizing, and directing the workload and workflow of the Cataloging Dept. in the provision of access to all formats.
- Supervising, hiring, training, and conducting performance reviews for the department's three support staff.
- Developing and implementing new approaches to bibliographic services to enhance discovery and utilization of resources by users.
- Representing the Library and staying abreast of new technology, national developments, and best practices by attending conferences and participating in collaborations with other libraries

- Participating in Library and University committees.
- Participating in reference desk rotation one evening per week and one Sunday in five during the academic year
- Providing instruction in the use of library resources.

### **Required Qualifications**

- ALA-accredited MLS or equivalent.
- Knowledge of cataloging procedures and principles including but not limited to: OCLC copy and original cataloging, adding and maintaining authority records in academic libraries, AACR2-R, LCRIs, Dewey Decimal classification, LCSH, MARC21 formats, cataloger web sites, and electronic lists.
- Knowledge of current serials practices and standards.
- Awareness of current trends and developments in cataloging and metadata schemas.
- Familiarity with principles and practices of database maintenance.
- Ability to work in a collaborative, service-oriented, dynamic and changing environment with evidence of initiative, flexibility, and attention to productivity.
- Excellent oral, written, and interpersonal communication skills.
- Ability to manage and prioritize simultaneous projects.

### **Preferred Qualifications**

- Experience with OCLC Connexion, Millenium cataloging and serials modules of Innovative Interfaces Integrated library system.
- Experience cataloging of multiple formats
- Minimum of 1 year professional original cataloging experience.

Review of applications will continue until the position is filled.