



312 W. Main St. Kent, OH 44240

330.673.4414

Position: Catalog Librarian, full-time (37.5 hrs/week)

Summary:

Kent Free Library, a member of the Portage Library Consortium, is seeking an innovative and experienced Catalog Librarian for our Technical Services Department. The Technical Services Department is responsible for the acquisition, cataloging and processing of library materials. This position reports to the Technical Services Manager.

Description:

Under the direction of the Technical Services Manager, the successful candidate will demonstrate a working knowledge of the professional skills needed to catalog and classify materials in multiple formats and proficiency in maintaining the library's bibliographic database. This includes the cataloging and classification of library materials in all formats (print, audiovisual, electronic and realia) for adult and juvenile audiences, adhering to national standards, local/consortium implementation and best practices; the review, evaluation and correction of external records to align with internal practice; updating, enhancing, and modifying bibliographic and item records in the library's online catalog as needed; leading or contributing to special cataloging projects as assigned that enhance the library's cataloging operation and improve the customer experience for library users; participation in establishing cataloging, authority control and bibliographic maintenance policies and procedures; and remaining current with trends and issues in cataloging, classification and bibliographic control.

The Catalog Librarian is responsible for timely and accurate original and copy cataloging of library materials, developing creative solutions to cataloging problems and responding to inquiries regarding the catalog from staff and patrons, serving as a resource on issues related to cataloging and access including collaboration with library staff to resolve cataloging issues. The Catalog Librarian will have the ability to organize work effectively with strong attention to detail, accuracy and deadlines; consistently meet or exceed productivity requirements, record statistics and reports of work accomplished; seek improvements to work flow that will benefit the Technical Services Department; determine priorities, make decisions and complete assigned duties with minimal supervision; analyze and resolve complex technical problems; and exercise creativity and initiative in a changing environment.

The successful candidate will have the skills necessary to manage a variety of tasks and multiple priorities, the ability to demonstrate basic computer knowledge using a PC workstation (Windows 11), Microsoft Office, and Google Workspace. The candidate will have the aptitude to maintain a working knowledge of all necessary software, technologies and tools required for

the position, and the capability of working in a team-based environment with the capacity to express themselves effectively orally and in writing.

Physical requirements include the ability to lift and carry materials weighing up to approximately 35 pounds and the ability to work at a computer for over seven hours per day. Requires light physical effort such as stooping and bending, pushing library book carts loaded with materials, shelving and shifting materials.

Qualifications:

- Required:** Master's Degree in Library Science from an ALA accredited program including demonstrated coursework in cataloging rules and standards.
1-3 years of professional cataloging experience.
Demonstrated knowledge of RDA, MARC, Dewey Decimal Classification (DDC), Cuttering guidelines, and Library of Congress Subject Headings (LCSH).
Experience using PC workstations (Windows 11).
Experience using Microsoft Office (Word, Excel, PowerPoint) and Google Workspace.
Ability to type 45 words per minute with 98% accuracy.
- Preferred:** Experience working with Sirsi Dynix Workflows.
Experience working with WebDewey, RDA Toolkit, and Classification Web Plus.
Experience using Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT) and/or Guidelines on Subject Access to Individual Works of Fiction, Drama, etc. (GSAFD).
Current knowledge/familiarity with emerging RDA cataloging protocols.
Demonstrated advanced experience in Microsoft Excel or Google Sheets.
Demonstrated experience with MARCEdit software and batch loading/editing of records.
Experience cataloging in a consortia environment.
Knowledge of public library principles, methods, materials and practices.
- Salary:** Starting at \$41,613.00 dependent on qualifications and experience.
- To Apply:** Please submit a cover letter and resume to Stacey Richardson, Library Director, at stacey.richardson@kentfreelibrary.org. Applications received by Monday, March 25, 2024 will receive first consideration.

No phone calls, please.