Rare Book Cataloging Specialist

Department: Rose Library Operations, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

TEMPORARY (9-MONTH), FULL-TIME POSITION WITH HEALTH BENEFITS

Provide original and complex copy cataloging for African-American monographs, serials, pamphlets, music and audiovisual material held by Rose Library. Provide copy specific notes and additional access points as appropriate. Compile and maintain cataloging statistics.

Library requirements:

- Ability to create original AACR2, RDA, and DCRM catalog records for rare books and other bibliographic material.
- Ability to create original RDA and DCRM-RDA compliant catalog records for rare books and other bibliographic material.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications.

University Job Description

Performs a variety of complex library services and operations using independent judgement. Uses specialized knowledge (e.g. fluency in foreign languages and national cataloging standards) to create or edit bibliographic records online. Uses an expanding range of electronic resources (e.g. internet, CD-Roms, online financial systems) to provide access to information. Provides research assistance, answers complex research requests, interprets library policies, handles specialized materials and resolves problems. Instructs users in the use of internal and external information resources. Initiates, develops and maintains contact with materials vendors (e.g. antiquarian/out-of-print, approval plan, serials and library binderies). Performs bibliographic management duties including searching, checking the series and name authority files and reviewing cataloging records. Creates permanent machine-readable bibliographic and authority records. Verifies or assigns subject headings and classifications (e.g. Library of Congress, National Library of Medicine or Dewey Decimal). May
create bibliographic access to research materials using specialized knowledge of national standards, electronic reference sources and complex reference tools. May provide physical access to materials employing specialized techniques relating to conservation, binding, reproduction and/or reformatting. May engage in the full range of tasks associated with serials processing. Performs tasks associated with the set-up, operation and maintenance of audio-visual and television equipment. May hire, train and supervise student or general staff, provide performance feedback and complete performance evaluations. Performs related responsibilities as required.

**Minimum Required Qualifications**
A bachelor's degree in a related field. Three years of related experience. Requires one or more of the followings: computer skills, special skills, or proficiency in a foreign language.

**Application Procedures**
Interested candidates should review the applications requirements and apply online at [https://staff-emory.icims.com/jobs/20674/rare-book-cataloging-specialist/job](https://staff-emory.icims.com/jobs/20674/rare-book-cataloging-specialist/job)

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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