Libraries & Information Technology Human Resources

Professional Position Posting

Rare Book Cataloger

Department: Manuscript, Archives, & Rare Book Library (MARBL), Robert W. Woodruff Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory University Libraries seek an Assistant Librarian/Associate Librarian to serve as the Rare Book Cataloger for the Manuscript, Archives & Rare Book Library (MARBL) in the Robert W. Woodruff Library. The ideal candidate will be responsible for describing, preserving and providing access to MARBL’s rare book and print collections.

Position Duties
Reporting to the Head of Collection Services, the Rare Book Cataloger is a core member of the collection services team and has responsibility for describing, preserving and providing access to MARBL’s rare book and print collections. The cataloger is responsible for original and copy cataloging of print material in all formats. The Rare Book Cataloger works with MARBL leadership and Emory Library staff to set cataloging priorities and to plan and develop policies, procedures, and practices that facilitate researcher access to MARBL rare book and print collections. In addition, the Rare Book Cataloger assists in the acquisition of books and print materials for the collection and promotes the collection internally and externally. Specific duties of the incumbent include the following:

- Primary cataloger for all monographs, newspapers, maps, serials, music and audiovisual material acquired by MARBL.
- Works closely with Emory Libraries’ Technical Services department to ensure that MARBL cataloging practices align with the policies and best practices set forth by the Libraries’ cataloging unit, as well as with standards and best practices for rare materials cataloging.
- Serves on the Cataloging and Authority Working Group the library-wide advisory group responsible for establishing and maintaining consistent local standards regarding cataloging and authority work across all libraries and units.
- Provides general oversight and management of MARBL’s rare book and print collection, in collaboration with Collection Management Coordinator, and works with others to develop and implement strategies for reducing the print backlog.
- Contributes to the development and implementation of policies, procedures, and best practices for the cataloging and processing of MARBL’s rare books and print materials.
- In collaboration with Head of Collection Services and MARBL staff, establishes cataloging priorities and designs and implements project plans to address those priorities.
- Manages student employees who assist with functions related to rare book cataloging, processing, and collection management.
- Reviews and assesses workflows relating to acquisition, cataloging, and storage of print materials as needed.
• Prepares print materials for transfer to offsite storage and assists in all planning and preparation for any moves of the print collection.
• Coordinates with the Emory Library’s Digitization and Digital Curation unit and the Digital Libraries Program to prepare print materials for digitization, including updating existing catalog records, generating or editing original metadata, and participating in metadata clean up.
• Coordinates with MARBL staff and Emory Library’s Preservation unit in identifying print material for conservation treatment or mass digitization.
• Provides research and reference assistance in person and by phone to Emory students and faculty, visiting scholars, and the public as needed and assigned, including 4-6 hours of weekly reference desk shifts and a rotating 8 hour Saturday shift.
• Answers written reference questions relating to collections of which the incumbent has special knowledge.
• Responsible for closing duties and locking MARBL approximately one evening per week.
• Assists in developing library collections and in acquiring materials in assigned areas.
• Consults with MARBL curators on rare book and print acquisitions. Works with selectors throughout the Emory Libraries on the transfer of existing or newly acquired materials to MARBL.
• Participates in instructional and outreach activities to promote knowledge and use of the rare book and print collections, including contributing to MARBL publications and exhibitions (print and web), providing specialized orientations and instruction related to the print collections, providing training on the proper handling of rare books, and serving as the rare book expert on staff.
• Represents the library on university committees and task forces related to primary job assignment OR at the request of senior management.

**Required Qualifications**

• ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate teaching experience and/or library experience).
• Three years cataloging experience with a working knowledge of online library systems, AACR2r, RDA, LCRI, LCSH, DCRM, MARC21 formats, and authority control. A significant portion of that work experience should be in special collections in an academic or research library setting.
• Reading knowledge of one or more foreign languages.
• 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 such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
• Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
• Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
• Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
• Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

**Preferred Qualifications**
• Advanced degree (subject master’s or doctoral) in a relevant discipline.
• Familiarity with Aleph or Alma library systems.
• Knowledge of book and publishing history.
• Experience providing reference and research support in a special collections environment.
• Ability to identify basic preservation and conservation issues related to rare books and special collections.
• Experience in developing and administering technical services grants.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=25066&siteid=5449&areq=52184br.

Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by May 29, 2015 will receive priority consideration. 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.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to http://www.hr.emory.edu/eu/benefits/.

Description of Institution and Library

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,836 undergraduates and 6,677 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 27,937 and an annual operating budget of $4.3 billion. Emory University received
$507.1 million in research funding in 2013. Emory recently concluded a successful fundraising campaign that raised $1.69 billion from 149,000 donors.

Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 9 libraries, the holdings include more than 3.9 million print and electronic volumes, 83,000-plus electronic journals, and internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 137 and the overall library budget is approximately $25.3 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory Libraries include the Robert W. Woodruff Library, which is also home to the Manuscripts, Archives & Rare Book Library (MARBL). Other campus libraries, which serve the specialized and professional schools, include the Goizueta Business Library, the Woodruff Health Sciences Library, the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– 18 July 2014

EEO/AA/Disability/Veteran Employer