

UNIVERSITY OF DALLAS

Job Number: 12466UD

Cataloging Librarian

Date Posted: June 22, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a non-tenure-track faculty Cataloging Librarian. This position will report directly to the Associate Dean of University Libraries and Research. This individual will be responsible for performing original and copy cataloging based on current standards, database maintenance, and authority control. Additionally, they will collaborate with other library faculty to facilitate timely and accurate cataloging and authority control.

PRIMARY RESPONSIBILITIES

- Assist with adding and maintaining the library's cataloging, authority control, and subject classification records in the online catalog.
- Perform original and copy cataloging for unique materials in all formats, especially print materials, using standard classification schemes and standard software programs.
- Resolve cataloging and classification problems by consulting cataloging standards.
- Assist with keeping accurate cataloging statistics. Prepare any necessary statistical reports for library and university administration.
- Initiate and supervise special projects as necessary and appropriate.
- Assist with Resource Description and Access (RDA) implementation.
- Serves as a member of the reference team, assisting with reference desk staffing as necessary.
- Other duties as assigned to ensure the efficient and effective operation of the Cowan-Blakley Memorial Library.

MINIMUM REQUIREMENTS

- Master's degree from an ALA-accredited Library Science program and at least one (1) year of cataloging services experience.
- Working knowledge of print and electronic cataloging and authority control methods.

UNIVERSITY OF DALLAS

- Knowledge of automated cataloging using modern metadata standards, authority control, and acquisitions processes, including Library of Congress classification, AACR2, MARC21, RDA, etc.
- Proficiency in all Microsoft Office programs, including Word, Excel, and PowerPoint.

PREFERRED QUALIFICATIONS

- Knowledge of cataloging in one or more modern languages is preferred.

ADDITIONAL INFORMATION

- Strong interpersonal and communication skills and the ability to work with a diverse group of faculty, staff, students, and library patrons.
- Excellent analytical, organizational, and time-management skills: ability to initiate, plan, and successfully carry out projects and meet goals and deadlines.
- Problem-solving and troubleshooting skills.
- The work will require irregular hours, including evenings and/or weekends.
- This is a Library Faculty, non-tenured position.
- May supervise library student workers.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff, and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.