

College of Charleston

Special Collections Cataloger/Metadata Librarian

The College of Charleston invites applications from motivated and innovative librarians. As the largest research library in the Charleston area, the Marlene and Nathan Addlestone Library is committed to providing access to all types of materials in conformance with national standards and to advancing the field through participation in cooperative programs.

Reporting to the Head of Cataloging and the Head of Special Collections, the Special Collections Cataloger/Metadata librarian is responsible for original and complex copy cataloging of materials in all formats, in English and other languages in accordance with national standards for input via OCLC into the Library's Innovative Interfaces online system. The Special Collections Cataloger/Metadata librarian catalogs all formats of materials which may include monographs, serials, video recordings, sound recordings and electronic resources. The Special Collections Cataloger/Metadata librarian catalogs for Special Collections, the Avery Research Center, the main library and other areas as needed and is responsible for cataloging rare books, archives and digital collections.

The successful candidate will possess the following skills: flexibility in performing different cataloging tasks as library needs change; responsiveness and willingness to work on special projects and assignments; strong service orientation; analytical, communication and training skills; ability to prioritize work to ensure that departmental and library goals are realized; and the ability to work independently and as part of a team in a production-oriented dynamic environment with a commitment to professional development and growth.

Responsibilities and Duties

- Catalogs published materials in Special Collections including rare books, serials, pamphlets, local history, archival collections and ephemera applying national standards, rare book thesaurus terms and copy-specific information
- Develops metadata for digital content acquired or created using MARC and non-MARC schema such as Dublin Core, EAD and/or OAI.
- Serves as institutional authority for emerging cataloging theory and practice for archival and rare materials. Keeps up-to-date with national metadata standards and schema and is responsible for interpreting and adapting those for local purposes.
- Helps maintain the integrity and accuracy of the library's catalog by performing bibliographic maintenance procedures and updating the library's authority files.

Requirements

- Master of Library Science from an ALA-accredited graduate program.
- At least three years experience in online cataloging in an academic or research library.
- Demonstrated knowledge of cataloging standards, practices, and products, including but not limited to LC classification, LCSH, MARC formats, AACR2, LCRIs, DACS, and DCRM.

- Knowledge of non-MARC metadata schemas and tools, such as Dublin Core, EAD, or OAI.
- Ability to work collegially and independently.
- Excellent interpersonal skills including oral and written communication.

Preferred

- Working knowledge of OCLC Connexion and Millennium (Innovative Interfaces) software (highly desirable).
- Familiarity with CONTENTdm digital collection management software.
- Experience with bibliographic description as it relates to archival and special collections materials.

Salary

Minimum starting salary: \$40,000

College of Charleston Campus

The Marlene and Nathan Addlestone Library is a new, state-of-the-art library in the heart of historic Charleston. The College of Charleston has been ranked as one of the nation's best institutions for undergraduate education according to the Princeton Review College Guide. The College of Charleston is an equal opportunity, affirmative action employer. Women, underrepresented minorities and individuals with disabilities are strongly encouraged to apply.

Benefits

The position is a full time, tenure track, eleven-month appointment. Benefits: State holidays (approximately 12 per year), paid sick leave (ten hours/month), contribution towards moving expenses, health insurance, dental insurance, optional 401K, 457 and 403B supplemental retirement accounts, and a variety of optional insurance plans including Long Term Disability and Long Term Care. Retirement options include either the South Carolina Retirement System or one of the State optional retirement programs.

Applications

For fullest consideration, please send resume and the names, addresses and telephone numbers of three references by **November 13 , 2009** to:

David Cohen, Dean of Libraries
Marlene and Nathan Addlestone Library
66 George Street
College of Charleston
Charleston, SC 29424