



**BALTIMORE COUNTY
PUBLIC LIBRARY**

JOB OPPORTUNITY

Cataloger II

Administrative Offices - Towson MD

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL as a full-time **Cataloger II**.

Key Responsibilities

- Performs original and copy cataloging in MARC format for print and non-print material according to local practices and following AACR2r and RDA
- Assigns Library of Congress Subject Headings and Dewey Decimal Classification numbers
- Maintains digital historical collection and supervises volunteer support staff
- Responds to customer questions regarding the digitized historical collection
- Corrects, edits and enhances existing metadata according to local and national standards, including authority control of database access points
- Troubleshoots access and indexing issues with ILS
- Advises colleagues, vendors and Technology Support on technical details relevant to the MARC environment such as tags and fixed fields. Understands, explains and applies BCPL policies and procedures affecting information provision. Assists in identifying appropriate resources in all formats and effective search strategies
- Helps to maintain foreign language collections such as Russian, Korean and Spanish
- Maintains knowledge of and skill at searching numerous Internet databases. Records and manages statistics
- Demonstrates initiative by being a self-starter, rethinking processes, and effectively solving problems
- Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships
- Performs additional related duties to meet the needs of the department and greater library system

Education/Experience Requirements

- Bachelor's degree from an accredited college. Must graduate from Library Associate Training Institute or obtain MLS from an ALA accredited school within first 2 years in position
- Experience with digitized historical collections preferred
- Knowledge of copyright issues related to digital collections preferred
- Experience with digital asset management system preferred
- Knowledge of Cataloging and Classification normally acquired through one year of library experience
- Public service and supervisory experience helpful
- Must pass post offer background check, drug screen and physical

We offer an excellent benefit package that includes 4 weeks of vacation and other paid leave, a variety of subsidized health care options, pension eligibility and other valuable individual options. Annualized Salary range: \$39,914 – \$53,506 commensurate with experience.

To apply:

Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs and 2) your cover letter and resume as one PDF document. Include your last name in the title of the documents. Indicate the job title **Cataloger II** in the subject line of your email.

Documents must be received no later than **January 30, 2018**

Vacancy #: 2018-083