

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Part-Time Temporary Cataloger

### POSITION OVERVIEW

Maine Maritime Academy's library seeks a part-time, temporary cataloger (approximately 20 hours per week for approximately three to four months, beginning on or around March 11, 2019). The work schedule for this position is extremely flexible, and will be based on the employee's availability. This position will report to the Head Librarian. The pay rate is \$25.00/hour without benefits.

### DUTIES

- Handles the library's regular cataloging workflows, including copy and original cataloging.
- Follows established library procedures for tracking items throughout processing.
- Labels and otherwise readies items for the shelf.
- Identifies and repairs suppressed records to bring them into agreement with Minerva's consortial cataloging standards.
- May communicate with Maine InfoNet support staff to resolve issues as needed.
- May provide assistance as needed with regular and special project work in weeding, acquisitions, serials, stacks management, and archives.
- May provide assistance in reference or circulation as needed.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy.*

### SKILLS

- Clear and effective written and oral communication skills.
- Excellent time management and decision-making abilities.
- Ability to meet deadlines and respond efficiently to changing needs and priorities.

### REQUIREMENTS

- ALA-accredited master's degree in Library and Information Science (or equivalent education), or at least two years' experience performing cataloging in a Minerva or URSUS library.
- Experience performing MARC and RDA original and copy cataloging in OCLC.

### STRONGLY PREFERRED QUALIFICATIONS

- Experience performing cataloging in a Minerva library.
- Experience with Innovative Interfaces' Sierra ILS.
- Cataloging experience in an academic library setting.

### SPECIAL REQUIREMENTS

- Criminal Background check required

### PHYSICAL/ENVIRONMENTAL FACTORS

- Sustained use of keyboard and computer screen.
- Occasionally lift and move up to 30-50 pounds.
- Tobacco-Free Campus and Buildings