

**Music and Fine Arts Cataloging Librarian
University of Kentucky**

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Posted Oct. 30, 2024, set to expire Dec. 6, 2024

Job Title	Music and Fine Arts Cataloging Librarian
Department	88000:LIBRARY ADMINISTRATION
Institution	University of Kentucky Lexington, Kentucky
Date Posted	Oct. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Assistant Professor
Academic Field(s)	Library Sciences (all categories)
Job Website	https://ukjobs.uky.edu/postings/557369

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Job Description

Music and Fine Arts Cataloging Librarian

The University of Kentucky Libraries is vital to fulfilling the goals of enhancing and expanding the university's research enterprise, and we are looking for an experienced, collaborative, proactive, and enthusiastic candidate to join our team as a Music and Fine Arts Cataloging Librarian.

The Music and Fine Arts Cataloging Librarian will create and maintain high quality metadata for library materials in the Lucille Caudill Little Fine Arts Library, including scores, sound recordings, books, journals, artists' books, and other formats. Collections of note include the American Music Collection, The Helen and Glenn C. Wilcox Collection of sacred tunebooks and hymnals, the John L. Lair Research Library Collection of bound and unbound sheet music, and the Charles F. Faber Recorded Sound Collection of vintage sound recordings.

The Music and Fine Arts Cataloging Librarian will manage the Fine Arts Cataloging unit, including one

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senior technician, a processing student, and any additional students needed for projects. This position will report to the Director of Cataloging and Metadata Services, and is located in the Lucille Caudill Little Fine Arts Library, where they will regularly collaborate with subject liaisons and other colleagues in public services. The librarian will participate in the Cataloging and Metadata Services Policy and Planning Group, which meets regularly to establish and update local workflows, best practices, and cataloging and metadata policies.

They will work closely with other units in the department, including Special Collections Cataloging, Maps Cataloging, and the Cataloging and Metadata unit in the William T. Young Library.

Responsibilities

- Perform original and complex copy cataloging for scores, sound recordings, books, journals, and artists' books
- Manage the Fine Arts Cataloging unit, including supervision of staff and project planning
- Maintain knowledge of current and emerging trends in cataloging and metadata, including for scores and sound recordings
- Participate in shared governance of the University of Kentucky by serving on library, departmental/college, and university committees as appropriate

Required Qualifications

- Masters degree in library and information science from an ALA-accredited program or equivalent
- Experience performing original and complex cataloging, enhancement and enrichment of records, including experience with scores and sound recordings
- Knowledge of cataloging standards including RDA, MARC21, Library of Congress Subject Headings (LCSH), Library of Congress Classification
- Experience with bibliographic utilities (such as OCLC) and integrated library systems (such as Ex Libris Alma)
- Experience with project planning and coordination, and prioritization of multiple projects and workflows
- Ability to work independently and also collaboratively as part of a team
- Excellent verbal and written communication skills
- Ability to meet the requirements of a tenure-track position through research, publication, professional service and/or other professional engagement

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Preferred Qualifications

- Experience with Ex Libris Alma / Primo
- Experience supervising and training staff and/or students
- Experience working in an academic library
- Knowledge of preservation practices, including the ability to identify materials in need of conservation treatment
- Bibliographic knowledge of one or more languages other than English

As a member of the UKL faculty, this position participates in planning, shared governance, and UK Libraries-wide faculty activities. This is a full-time, 12-month, tenure eligible position in the Librarian Title Series (open rank) which requires scholarship, professional development, and service that contributes to the effectiveness of UK Libraries, the university, and the profession as outlined in Administrative Regulation 2:7 (<https://www.uky.edu/regs/ar2-7>). Your Distribution of Effort (DOE) range: Primary assignment: 70-80%, Service/Prof. development and scholarship 20-30% and is reviewed at minimum annually each year. Salary commensurate with experience and qualifications. The minimum salary for a Librarian IV is \$57,000 and for a Librarian III is \$62,500.

Position is a full-time, 12-month, tenure-track eligible position. All career levels are encouraged to apply. The University of Kentucky is committed to a one community, many people workforce by ensuring all our students, faculty, and staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our employees and are dedicated to creating a healthy place to work, learn and live. In the interest of maintaining a safe and healthy environment for our students, employees, patients and visitors the University of Kentucky is a Tobacco & Drug Free campus. Employees are offered a wide array of excellent benefit options, and more information is available at: <https://hr.uky.edu/insurance-and-retirement>. Library tenure-track faculty are also eligible to receive a generous relocation allowance, start-up funding for research, and annual professional development/travel funds.

The University of Kentucky is a public, land grant university of approximately 32,000 students, 3,500 faculty, and 15,000 staff dedicated to improving people's lives through excellence in education, research and creative work, service, and health care. With over 200 academic programs across sixteen colleges and professional schools, the University plays a critical leadership role by promoting economic development, and human well-being. Located in the beautiful bluegrass region of central Kentucky, the University of Kentucky Libraries includes the main William T. Young Library, Medical Center Library, Special Collections Research Center, Fine Arts and Design Library, Education Library,

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Lexmark Library, and Science & Engineering Library. Combined library holdings total more than four million volumes. The system has a faculty of 55 and a support and professional staff of 85. UK Libraries currently uses the Ex Libris Alma and Primo systems. UK Libraries memberships include the Association of Research Libraries, LYRASIS, ASERL, and the Center for Research Libraries. UK is a regional depository for government publications.

To apply, interested applicants must complete a UK Online Academic Profile at <https://ukjobs.uky.edu/postings> and attach two documents:

- Curriculum vitae
- Cover letter

Please include contact information for three references when prompted in the application. We ask that one of the references be your current supervisor. Please note, the current supervisor will only be contacted if you are selected for a final round of interviews on campus.

If you have any questions, contact UKHR employment, phone (859) 257-9555, press 2.

Applications will be reviewed beginning 12/1/24 and continue until the position is filled which we look the position to start on or after 3/1/25.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact