

## Head, Serials Cataloging Indiana University - Bloomington

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Posted Apr. 21, 2025, set to expire Aug. 21, 2025

<b>Job Title</b>	Head, Serials Cataloging
<b>Department</b>	Indiana University Libraries
<b>Institution</b>	Indiana University - Bloomington Bloomington, Indiana
<b>Date Posted</b>	Apr. 21, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Faculty Associate Department Head/Head/Chair
<b>Academic Field(s)</b>	Library Sciences (all categories)
<b>Apply Online Here</b>	<a href="https://indiana.peopleadmin.com">https://indiana.peopleadmin.com</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Head, Serials Cataloging

Indiana University Libraries seeks a creative, collaborative, and innovative Head of Serials Cataloging to lead the cataloging of IU Libraries' rich collection of continuing resources. We envision the librarian who enters this tenure-track position as having demonstrated success in managing metadata projects or personnel and possessing knowledge of MARC-based metadata, gained through experience working in an academic context. Serials Cataloging is one of six managerial teams in the Cataloging Department, which resides within the Technical Services division of IU Libraries. The work of the Cataloging Department makes the IU Libraries' rich collections discoverable and supports the IU Libraries' active programs of collection development & management, reference services, instruction, document delivery, scholarly communication, and preservation. The Head of Serials Cataloging will lead 3-4 staff members responsible for cataloging print and electronic serials, as well as integrating resources. The successful candidate will join a robust local community of metadata practitioners who are deeply committed to serving the IU community's discovery needs and making reusable, high-

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quality metadata available to libraries worldwide.

**Responsibilities:** Directs, coordinates, and manages Serials Cataloging's activities, including hiring, training, supervising, and evaluating staff. Fosters a collaborative work culture and promotes opportunities for professional growth, scholarship, and service. Collaborates with other Technical Services and Cataloging Department managers to plan and implement strategic and operational goals.

**Qualifications:** ALA-accredited graduate degree in library or information science, or an international equivalent; candidates with an advanced degree in a relevant subject area and relevant experience in an academic setting will also be considered. A minimum of 2 years of relevant professional experience in original cataloging, including cataloging of electronic resources, in an academic setting. .

**For complete posting with additional responsibilities, required and preferred qualifications, and benefit programs information go to** <https://libraries.indiana.edu/job-postings-librarians>.

**To Apply:** Review of applications will begin immediately. Applications received by May 23, 2025, will receive full consideration, but the search will remain open until filled. Interested candidates should review the application requirements and submit their application at <https://indiana.peopleadmin.com>.

Questions regarding the position or application process can be directed to [libhire@iu.edu](mailto:libhire@iu.edu).

Expected start date: October 10, 2025. Please note that this date is flexible.

For more information about Indiana University Bloomington, go to <https://www.indiana.edu/>.

For information about working and living in Bloomington, Indiana: <https://vpfaa.indiana.edu/work-life/index.html>

*Indiana University is an equal opportunity employer and provider of ADA services and prohibits discrimination in hiring. [See Indiana University Notice of Non-Discrimination here which includes contact information.](#)*

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*"Before a conditional offer of employment with tenure is finalized, candidates will be asked to disclose any pending investigations or previous findings of sexual or professional misconduct. They will also be required to authorize an inquiry by Indiana University Bloomington with all current and former employers along these lines. The relevance of information disclosed or ascertained in the context of this process to a candidate's eligibility for hire will be evaluated by Indiana University Bloomington on a case-by-case basis. Applicants should be aware, however, that Indiana University Bloomington takes the matters of sexual and professional misconduct very seriously."*

**Contact Information**

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

**Contact**

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