Librarian, Catalog
Alcorn State University

Job Title	Librarian, Catalog
Department	University Libraries
Institution	Alcorn State University
	Lorman, Mississippi
Date Posted	Sep. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Sciences (all categories)
Job Website	https://jobopps.alcorn.edu/postings/7801
Apply By Email	

Job Description

The incumbent is responsible for overseeing cataloging activities within the library, including the organization, classification, and maintenance of bibliographic records to ensure accurate and efficient access to library resources. He/she develops and applies cataloging policies and procedures, collaborates with library staff and faculty to support curriculum and research needs, and ensures compliance with national cataloging standards. The Librarian, Catalog, also evaluates cataloging systems and technologies, recommends improvements, and cooperates as a team member in performing duties essential to the achievement of efficient library operations.

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Knowledge Skills and Abilities

- Knowledge of cataloging principles, practices, and standards (e.g., RDA, MARC, LCSH, LC Classification, and OCLC).
- Knowledge of integrated library systems (ILS), discovery tools, and metadata management.
- Knowledge of emerging trends and best practices in cataloging, classification, and metadata standards.
- Knowledge of library policies, procedures, and applicable University and State regulations related to library operations.
- Ability to use MS Office Products, including Outlook, Word, Excel, and PowerPoint.
- Ability to utilize library technologies and databases effectively to support cataloging functions.
- Effective communication skills, verbal, written, and interpersonal.
- Ability to analyze, evaluate, and solve problems with attention to detail and accuracy.
- Ability to plan, schedule, and organize work independently and collaboratively.
- Ability to effectively handle multiple tasks concurrently and meet established deadlines.

Essential Job Functions

- Manages and supervises the day-to-day operations of the cataloging department, including the classification, description, and organization of library materials.
- Develops and maintains cataloging policies, procedures, and standards to ensure accuracy and consistency in bibliographic records.
- Implements strategies to remain current with evolving cataloging rules, metadata standards, and emerging technologies.
- Oversees the maintenance and quality control of the library catalog to ensure reliable access to resources.
- Trains, supervises, and evaluates cataloging staff and student workers, delegating tasks to achieve departmental goals.
- Collaborates with librarians, faculty, and staff to ensure resources are cataloged in support of the University's curriculum and research needs.
- Serves as a resource and consultant for faculty, staff, and students in understanding cataloging systems and resource discovery tools.
- Participates in collection development decisions by providing expertise in bibliographic organization and metadata.
- Engages in professional development activities and represents the library in local, state, or national cataloging and metadata initiatives.

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Qualifications

- Master's degree in Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA)-accredited program.
- Two (2) years' experience in original and copy cataloging using current cataloging standards (RDA, MARC, LCSH, LC Classification).
- Three (3) years' professional library experience in cataloging, metadata management, or related technical services.
- Demonstrated experience using integrated library systems (ILS), bibliographic utilities (e.g., OCLC), and discovery tools.
- Demonstrated experience applying emerging metadata standards and technologies to improve access to library collections in both physical and digital environments.

Contact Information

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

Contact

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