**Multicultural Books and Videos – Job Posting**

[www.mcbv.com](http://www.mcbv.com)

**TITLE** Full-time Cataloger

**DESCRIPTION** The Cataloger will have experience or fluency in European or Asian languages. This person will be responsible for original full-level MARC records and local editing for a number of library customers across the United States and Canada. The ability to work in a diverse workplace is essential.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

* Have a working and healthy relationship with our customers, and have the ability to be flexible to their specific cataloging preferences.
* Keep up-to-date on the most current cataloging rules and have the ability to attend classes, etc. in order to stay knowledgeable.
* Cataloging in other languages.

**QUALIFICATIONS**

* Cataloging experience
* Knowledge of standard cataloging procedures and the ability to create full level MARC records.
* Must work effectively in a diverse setting.
* Must be able to establish and maintain effective working relationships with other employees,

managers, and customers.

**PREFERRED**

* We will accept applicants that are currently enrolled and at least half-way through their studies in a graduate program for Library and Information Science. Knowledge of an Asian or European language/s (fluency is most preferable).
* Some cataloging experience.
* A fearless attitude about language and world cultures.

**SALARY** Negotiable

**Please send COVER LETTER** Rakesh Kumar

**and RESUME to:**  [service@mcbv.com](mailto:service@mcbv.com)