



SIENA HEIGHTS UNIVERSITY

ELECTRONIC RESOURCE CATALOGING LIBRARIAN

SUMMARY:

The Electronic Resource Cataloging Librarian is responsible for managing cataloging materials, library's ERM (Electronic Resource Management) resources, and the library website. Serves as the main contact with the Information Technology Department in resolving all electronic access concerns.

RESPONSIBILITIES:

Primarily responsible for cataloging all library materials in a timely manner (copy as well as original cataloging). Maintaining the integrity of the library's catalog. Responsible for the withdrawal of all library materials: weeding outdated, duplicated, and damaged items in a timely manner. Provides technical support to resolve access issues for library e-resources. Communicates with vendors, IT, DALNET, and library staff regarding e-resource technical issues. Performs trouble shooting and appropriate system maintenance. Serve as a key resource representing the library at DALNET meetings. Maintain statistics and develop reports on activities of cataloging materials and usage. Work with others to incorporate web-related materials and resources from the LMS (Alma/Primo) into other web platforms. Participate and represent the Library in cross-departmental committees and working groups as assigned by your direct supervisor. Work collaboratively and collegially with all Library Department members as well as other faculty, staff, and patrons. Demonstrate a strong service orientation, awareness of end user needs, problem-solving skills and communication skills. Work 5:00 p.m. to 9:00 p.m. one night a week to assist library patrons with reference questions. Work on average one Saturday a month from noon to 5:00 p.m. during the fall and winter semesters to assist library patrons with reference questions. Responsible for serving on one faculty committee. Accountable for updating holding records and attaching holding records. Other duties within scope of department's responsibilities as defined by supervisor.

REQUIREMENTS:

Master's degree in library science from a graduate program accredited by the American Library Association (ALA). Two to four years' experience in online cataloging, preferably in an academic setting utilizing Alamo/Primo. Serve as the library's network administrator. Knowledge of AACR2, RDA, LC Subject Headings and MARC formats. Alma certification or ability to obtain certification within one year after hire date. Two years of recent experience cataloging a variety of formats, both physical and electronic. This position will require evening duty time, as well as possible weekend rotation time. Faculty rank, status, and privileges are dependent on qualifications and experience. Must have excellent interpersonal relationship skills and excellent communication skills, both written and verbal. Must be proficient in use of Microsoft Office technology and electronic communication. Must be able to maintain a high level of confidentiality. Must present professional appearance and behavior at all times.

APPLICATION PROCESS:

Qualified candidates are invited to send their cover letter, Curriculum Vita/resume, and a list of professional references to shujobs@sienaheights.edu. In the subject line of the email, please reference the job title of this position to ensure timely review and distribution of your materials. This position is classified as benefit eligible non-exempt position. Review of application materials will begin immediately and continue until the position is filled. EOE