



## Cataloging Assistant

The [Loyola Notre Dame Library](#) seeks a collaborative individual to support the Cataloging and Metadata Unit. The Cataloging Assistant makes it possible for students and faculty to gain access to the Library's materials through timely and effective bibliographic description and organization. The Cataloging Assistant will report to the Cataloging and Metadata Librarian and support effective management of library holdings by performing copy cataloging of newly acquired materials in various formats and learning metadata creation, correction, and removal standards and procedures.

### Position Responsibilities:

- Analyzing and editing cataloging copy so that bibliographic records accurately describe the materials owned and accessed by Library users and staff
- Entering, editing, and correcting bibliographic, holdings, and item records in the shared Online Catalog
- Interpreting and applying Library of Congress subject headings, AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials
- Applying cataloging and metadata standards within the Ex Libris Aleph ILS and OCLC's applications and other software including but not limited to MarcEdit
- Regularly reporting cataloging and collection statistics
- Participating in interdepartmental projects and providing services as needed including database clean up, resolving issues as they arise, weeding, and collection relocation projects which will require the lifting of books or other materials up to 30 pounds with or without accommodation
- Coordinating repairs to physical materials
- Other duties as assigned

### Required Qualifications:

- Bachelor's degree
- Excellent interpersonal and communication skills with a focus on commitment to delivering high quality customer service
- Demonstrated ability to work accurately with attention to detail and complete tasks requiring manual dexterity
- Ability to work independently and collaboratively to achieve objectives
- Technological proficiency in the use and navigation of the World Wide Web
- Ability to use computer keyboards, sit at a desk, and/or read from a computer screen for extended hours
- Proficiency in use of Microsoft Windows operating system and Microsoft Office suite, especially Word, Excel, and Outlook

### Preferred Qualifications:

- Two years of experience in a related position where knowledge of technical rules and standards for library cataloging were applied
- Previous experience using Ex Libris Aleph or OCLC products and services
- Experience creating protective enclosures, reparation of damaged materials, and identification of items for replacement
- Reading ability of one foreign language or more

**About the Library:**

The [Loyola Notre Dame Library](#), located in a residential area of northern Baltimore City, is a recently admitted member of University System of Maryland and Affiliated Institutions (USMAI) and serves two adjacent master's large universities: Loyola University Maryland and Notre Dame of Maryland University. [Loyola University Maryland](#) is recognized for excellence in teaching and learning and [Notre Dame of Maryland University](#) is a leader in the education of women and non-traditional students. The Library serves a total student population of 6,446 FTE that includes 5,099 FTE at Loyola and 1,347 FTE at Notre Dame.

The Library offers an excellent benefits package that includes medical, access to dental, life, and disability insurance, as well as TIAA retirement. Successful candidates will be subject to a pre-employment background check.

The [Loyola Notre Dame Library](#) is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

**Application Procedures:** Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with **"Cataloging Assistant"** in the subject line to Lorena Dion, Administrative Operations Coordinator: [ldion@loyola.edu](mailto:ldion@loyola.edu).