Cataloging and Metadata 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 find, select, identify, and obtain the Library's materials. The successful candidate will use skills in resource description and organization to facilitate management of library holdings, learn metadata standards and procedures, and ensure timely and effective description of materials in various formats. The Cataloging Assistant will report to the Cataloging and Metadata Librarian.

Position Responsibilities:

- Interpret and apply Library of Congress subject headings, AACR2, RDA, and the Online Computer Library Center (OCLC) manuals to catalog and classify library materials
- Apply cataloging and metadata standards within the Ex Libris Aleph ILS and OCLC's applications and other software including but not limited to MarcEdit
- Enter, edit, and correct bibliographic, holdings, and item records in the shared catalog
- Assist in metadata support for various digital projects as assigned
- Assist Cataloging and Metadata Librarian with ongoing evaluation and importance of emerging metadata practices
- Participate in interdepartmental projects and provide 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
- Regularly report cataloging and collection statistics
- Supervise student assistants
- 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
- Ability to work independently and collaboratively to achieve objectives
- Demonstrated aptitude for working with emerging technologies
- Demonstrated aptitude for complex, analytical and detailed work
- 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 and/or OCLC products and services
- Experience creating protective enclosures, repairing damaged materials, and identifying items for replacement
- Reading ability of one foreign language or more

About the Library:

The Loyola Notre Dame Library, located in northern Baltimore City, is a member of the University System of Maryland and Affiliated Institutions and serves two universities: Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning. 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 6,160 FTE including 4,820 FTE at Loyola University Maryland and 1,340 FTE at Notre Dame of Maryland University.

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.