

## Human Resources

### JOB OPENING

June 14, 2010

POSITION TITLE: CATALOG/REFERENCE LIBRARIAN

REPORTS TO: Head Librarian

STATUS: Full-time, exempt

#### JOB RESPONSIBILITIES:

Position is responsible for cataloging and classifying all materials including: monographs, serials, electronic or digital resources, archival sources, according to current library standards, using MARC or developing formats and the OCLC system. Cataloging duties include bibliographic pre-order search and verification, creating original records as required, copy cataloging, retrospective bibliographic conversion, and editing records such as serials records. Also responsible for individual and group reference and teaching services. Provides reference and research services in the Spencer Art Reference Library for Museum staff, researchers, students, visitors, and the general public during regularly scheduled desk hours.

#### PRIMARY RESPONSIBILITIES:

- Shares responsibilities for cataloging and classifying library materials in Western-languages in accordance with standard national guidelines and systems, such as AACR2, MARC, LCSH, ULAN, AAT, LC rules, and developing standards and guidelines.
- Shares responsibilities for searching orders and selecting appropriate bibliographic records for the library ILS.
- Shares responsibilities for creating original bibliographic records for ILS/OCLC and handling authority control.
- Shares responsibilities for editing bibliographic records for different types of formats.
- Participates in ongoing and project-based initiatives to implement and refine the ILS.
- Shares responsibilities for keeping current with the existing and future library ILS.
- Shares responsibilities for providing user-centered information and reference services in person, by telephone, and electronically, according to a regular work schedule at the reference desk and other service points, and as needed.
- Partners with colleagues to develop and present a program of library instructional initiatives directed at extending staff and library user knowledge, through library instruction sessions, tours, and orientations.
- Develops, assists library staff in developing, and maintains web-based guides and information sources.
- Maintains current knowledge of developments and research trends in library science and art history, including standards for cataloging, bibliographic description, such as RDA & FRBR, reference services, and technologies that impact information and reference services.
- Weekend and evening hours are assigned to cover reference desk services. Regular work week: Wednesday through Sunday. Schedule subject to change based on the Library's hours.
- May supervise and/or train staff, volunteers, and interns as needed.

#### Qualifications:

- ALA-accredited Master's degree in library science (MLS)
- Bachelor's degree in art, art history, architectural history, or closely-related humanities field or formal course work or equivalent work experience

- 1-2 years successful library experience
- Demonstrated successful experience in cataloging
- Knowledge of MARC, LC, AACR2, LCSH, and authority sources such as ULAN, AAT, etc.
- Must be organized and detail-oriented
- Familiarity with new developments in bibliographic description such as RDA and FRBR
- Successful experience providing reference, instruction, and research services
- Knowledge of research sources in art history and the humanities, including printed and online sources
- Familiarity with integrated library information systems
- Commitment to innovative and effective user-centered services
- Demonstrated excellent interpersonal and communication skills, and the ability to effectively interface with all persons, both verbally and in writing
- Ability to prioritize and balance competing job responsibilities, meet deadlines, and work positively in a changing environment
- Team-oriented, possess a positive attitude and works well with others
- Reading knowledge of at least one modern European language
- Excellent skills using the Microsoft Office Suite software, including PowerPoint
- Must be able to lift library materials and push fully-loaded book carts

Preferred:

- Advanced degree in art history (M.A., PhD.)
- 2-4 years successful professional library experience, preferably in an academic or research library
- Prior experience working in a museum environment
- Experience with OCLC, knowledge of AACR2, MARC, LCSH, ULAN, AAT, and other authority sources, online catalogs and integrated library systems
- Recent library teaching or technology training and knowledge of instructional theory and practice
- Developed and maintained web-based guides or resources
- Successful supervisory and training experience is highly desirable
- Successful project management experience
- Familiarity with new technologies and their applications for information and reference services
- Commitment to innovative and effective user-centered services
- Experience with integrated library systems, e. g. Sirsi Dynix Horizon and Ex Libris Voyager
- Experience with digital image systems and collections, such as ARTstor or others
- Reading knowledge of languages is highly desirable: several modern European languages, especially German, French, Italian, and/or Chinese or Japanese
- Demonstrated commitment to the profession

**TO APPLY:** Apply via the Nelson-Atkins Museum online application process ONLY at [www.nelson-atkins.org](http://www.nelson-atkins.org).

Click on Careers then the job for which you are applying or click this link:

[HTTPS://HOME.EEASE.COM/RECRUIT/?ID=509423](https://home.eease.com/recruit/?id=509423)

**INTERNAL APPLICANTS:**

Internal candidates will receive first consideration if they meet the minimum requirements. Internal applicants should apply online as directed above.

**ALL APPLICANTS**

All applications are accepted online only, and applicants will receive an email confirming receipt of their application. We strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess. You may include this information in the online cover letter.

The Nelson-Atkins Museum of Art is an equal opportunity employer committed to a diverse workforce.