POSITION VACANCY ANNOUNCEMENT

POSITION: Copy Cataloger (Library Assistant 3)

DEPARTMENT: Cataloging and Discovery Services

REPORTS TO: Chair, Cataloging and Discovery Services Department

SALARY: $14.93 hourly; Actual rate will reflect experience and credentials

REQUISITION #: 510737

DEADLINE DATE: May 22, 2019 – applications will be reviewed as received

JOB SUMMARY
The Copy Cataloguer is responsible for the shared cataloging of library material according to accepted national standards. This includes describing the content of items and assigning appropriate Library of Congress classification number. Catalog records are regularly edited and updated in OCLC WorldCat, an international database of library collections, and included in the library management system. The work also requires the creation of related authority records for numbered series titles. Rotating duties include review of cataloging problem reports for shelf-ready material and monitoring the rush and bookplate requests mailboxes.

RESPONSIBILITIES

Shared cataloging of materials
- Catalogs most formats of monographic material with existing bibliographic copy in all languages (excluding CJK). Includes:
  - Reviews records for accuracy and applies all local procedures.
  - Uses AACR2 and RDA cataloging rules as they pertain to cataloging of copy without close supervision and has a good understanding of MARC 21.
  - Assigns LC call numbers when needed.
  - Adds additional access points such as names, subject headings, additional title information, etc.
  - Edits and replaces master OCLC records to correct errors or enhance accessibility.
  - Creates holding and item records at all levels of complexity.
  - Processes post-cataloging physical material
  - Creates NACO authority records for numbered series with supervision and review.

Metadata maintenance, problem solving, and special projects
- Utilizes knowledge of the library management system (e.g., bibliographic, holding, item, and order records) and library workflows and practices to effectively problem solve.
- Handles transfers when needed, especially to FLARE.
• Does most types of bibliographic record maintenance when needed.
• Reclassifies material from one shelving scheme to another (i.e., Dewey Classification to Library of Congress Classification).
• Participates in special projects as needed.

Rotating responsibilities
• Has responsibility on a monthly rotation for:
  o Cataloging rush material requested via the catalog and purchased by Acquisitions.
  o Monitoring the department mailbox for virtual bookplate requests.
  o Reviewing the CatQC reports and fixing flagged records as well as the reviewing physical items referred to us by Acquisitions staff.

Teamwork and customer service
• Provides cataloging-related help to other library staff (within and outside the department), including student assistants and OPS employees.
• Serves as backup for the Physical Processing Area if needed.

Other Duties as Assigned
• Contributes to documentation of unit and departmental policies and procedures
• Participates in staff development opportunities
• Other duties as assigned

QUALIFICATIONS

Required:
High School diploma or equivalent and four years of library or related clerical/customer service experience; or a bachelor’s degree and one year of library or related clerical/customer service experience.

Preferred:
• Knowledge of Machine Readable Cataloging (MARC), Resource Description and Access (RDA), Anglo-American Cataloging Rules 2nd Rev, and some knowledge of Library of Congress Classification and Subject Headings
• Ability to utilize cataloging tools and resources such as OCLC Connexion, RDA Toolkit, and Classification Web
• Experience with ExLibris’ ALEPH Integrated Library System
• Demonstrated problem-solving ability
• Ability to use cataloging procedures and tools and contribute to their review and development
• Ability to work independently and with high initiative
• Basic computer skills and experience with Microsoft Word, Excel, and Outlook
• Strong verbal and written communication skills
• Ability to work collaboratively to accomplish goals
• Flexibility, and ability to adapt and work in a rapidly changing academic environment
• Knowledge of at least one foreign language
• Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state’s oldest and most comprehensive university, UF is among the nation’s most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 9th among “Top Public Schools” in U.S. News and World in 2017. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s

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preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu

UNIVERSITY OF FLORIDA LIBRARIES
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

CATALOGING SERVICES DEPARTMENT
The Cataloging Services Department supports the academic programs of the University by organizing, describing, and providing physical processing for the books, journals, sound and video recordings, microforms, maps, and other materials purchased or received by the library system. Two librarians and eight support staff catalog approximately 20,000 titles per year in compliance with national standards of bibliographic control and in keeping with established cataloging priorities. Original record contributions to OCLC, an international bibliographic database, number approximately 2,000 annually. The department participates in international cooperative cataloging programs including CONSER, BIBCO, NACO, and SACO. Department units collaborate to create efficient workflows and apply the latest technologies in order to meet user needs.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsized College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in — using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about
employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

**APPLICATION PROCESS**
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by May 22, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Requisition 510737](http://hr.ufl.edu/data-card/). Failure to submit the required documents may result in the application not being considered. If you have questions about the application process please contact Tina Marie Litchfield, tlitchfield@uflib.ufl.edu.

**AFFIRMATIVE ACTION/EEO**
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: [http://hr.ufl.edu/data-card/](http://hr.ufl.edu/data-card/). This information is collected by the University of Florida’s Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.