POSITION VACANCY ANNOUNCEMENT

POSITION: Rare Materials Original Cataloger (Library Associate 2)

DEPARTMENT: Cataloging and Discovery Services

REPORTS TO: Chair, Cataloging and Discovery Services Department

SALARY: Minimum $39,529 annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 510733

DEADLINE DATE: May 13, 2019 - applications will be reviewed as received

JOB SUMMARY
The primary role and responsibilities of this position are to perform original and complex copy cataloging and authority work for special collections materials in multiple formats and languages according to accepted professional standards. This includes describing and performing subject analysis of items with appropriate access points, assigning classification numbers, and performing authority work with the resulting records contributed to the OCLC international database as well as to the Libraries' catalog.

RESPONSIBILITIES
Original and Complex Copy Cataloging of Rare Books and Children's Literature Materials
Perform original and complex copy cataloging for MARC records for early printed books in a variety of European languages following descriptive content rules (RDA, AACR2, DCRM, and PCC) established in international standards. Provide RDA/PCC original and complex copy cataloging for 19th–21st century monographic materials in a variety of formats and languages. These tasks require efficient application of a high level of understanding of these standards and tools, as well as comprehension of the basic subject matter covered by academic works in various fields handled in the unit as well as classification for literary materials.

- Assign subject headings from the Library of Congress Subject Headings (LCSH).
- Create or verify call numbers based on the Library of Congress Classification (LCC) and local practice.
- Create records for the local online catalog through use of the international utility OCLC.
- Submit for review original corporate body, family, series, and name/title authority records for the LC/NAF national database and contribute name authority records independently to enhance the probability of user success in searching.
- Submit for review proposals for SACO subject terms for inclusion in LCSH.
- Evaluate indexing terms as encountered in the catalog for consistency within the existing database and make corrections or referrals as needed.
- Participate in quality control of original cataloging through record editing procedures.
Original and Complex Copy Cataloging of Antique Cartographic Materials
Original and complex copy cataloging of antique cartographic materials which applies machine formatting rules (MARC) and descriptive content rules (RDA, AACR2, PCC, DCRM(C)) established in international standards to represent maps and other cartographic materials.

- Independent original cataloging of maps and atlases in English and other languages.
- Understanding of cartographic terminology and convention and distinctive rules governing cataloging of maps.
- Record scale, coordinates, and other significant notations needed to distinguish and describe the particular map.
- Perform authority work as described above.
- Assign Library of Congress Classification determined by geographic area covered by the map, scale, date, and topical aspects of maps.
- Perform research to document antique maps information.

Original and Shared Cataloging of Modern Cartographic Materials
Original and shared cataloging of post-1950 cartographic materials which applies machine formatting rules (MARC) and descriptive content rules (RDA, AACR2, PCC, DCRM(C)) established in international standards to represent maps and other cartographic materials.

- Independent original cataloging of maps and atlases in English and various other languages.
- Understanding of cartographic terminology and convention and distinctive rules governing cataloging of maps.
- Record scale, coordinates and other significant notations needed to distinguish and describe the particular map.
- Perform authority work as described above.
- Assign Library of Congress Classification determined by geographic area covered by the map, scale, date, and topical aspects of maps.

Other Duties as Assigned
- Participate in special cataloging projects as needed.
- Serve on committees and task forces as needed.
- Participate in selected staff development and training activities.

QUALIFICATIONS

Required:
Bachelor’s degree and four years of related library experience; or a Master’s degree and two years of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:
- Knowledge of descriptive cartographic rules: Descriptive Cataloging Rules for Rare Materials (Cartographic) (DCRM(C)).
- Knowledge of Library of Congress Classification schedules.
- Knowledge of MARC formatted bibliographic information in OCLC and UF ALEPH online catalog, or comparable online catalog system.
- Knowledge of Library of Congress descriptive cataloging practices.
- Working knowledge of book and printing history, bibliography, and best practices related to rare books and special collections materials, especially printed books, ephemera, prints, maps and other graphic works, and art objects and three-dimensional objects.
- Written knowledge of at least one language other than English.
- Strong verbal and written communication skills.
- Ability to work productively and cooperatively in a complex environment while maintaining effective working relationships.
- 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.
- Ability to work independently.
- Knowledge of and ability to use different types of computer hardware and software.
- Knowledge of humanities subject terminology.
- Knowledge of science, social science and cartographic subject terminology.
- Knowledge of or experience with non-MARC formats and non-AACR2/RDA metadata standards.

**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](https://www.coe.ufl.edu/world/awards/senator-paul-simon-award). 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 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](https://www.aau.edu). 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](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](https://www.uflib.ufl.edu/smathers) 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](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](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 Midsize 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/. 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 13, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 510733. 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/. 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.