POSITION VACANCY ANNOUNCEMENT

POSITION: Original Cataloger – Library Associate 1

DEPARTMENT: Cataloging and Discovery Services

REPORTS TO: Chair, Cataloging and Discovery Services

SALARY: Minimum annual salary at $36,169; annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 513275

DEADLINE DATE: February 3, 2020 - applicants will be reviewed as received

JOB SUMMARY
The primary role and responsibilities of this position are original and shared cataloging of library materials according to accepted national standards. This includes describing the content of items and conducting subject analysis as well as assigning appropriate access points and classification numbers. Catalog records are contributed to OCLC WorldCat, an international database of library collections, and included in the library catalog management system. The work also requires the creation of related authority records for personal and corporate names, series, and subjects for submission to the national authority files. The original cataloger assists in creating workflows and procedures, training staff, and creatively resolving problems. These tasks require efficient application of a high level of understanding of cataloging standards and tools, comprehension of the basic subject matter covered by academic works in various fields cataloged by the department, as well as classification for literary materials.

RESPONSIBILITIES

Cooperative original cataloging of Special Collections materials

- Creates original cataloging records for a variety of monographic record formats for materials in English and other languages according to national standards, including machine formatting rules (MARC) and descriptive content rules like Resource Description & Access (RDA) and the Bibliographic Cooperative Program (BIBCO) standards of the Program for Cooperative Cataloging (PCC).

- Provides correct bibliographic description of materials and appropriate access points using the name authority file and following local procedures.

- Provides appropriate classification and subject analysis using the Library of Congress Classification (LCC) schedules and Library of Congress Subject Headings (LCSH).

- Submits for review by the department PCC Coordinator all original and upgraded name, series, and subject authority records for the national database according to guidelines of the Name Authority Cooperative Program (NACO) and the Subject Authority Cooperative Program (SACO) of the PCC.
• Arranges records in the online catalog for optimum information retrieval. Contributes records to the international OCLC database.
• Keeps current with all national, state, and local guidelines and procedures.

**Shared monograph cataloging**
• Independently processes complex shared cataloging copy for a variety of monographic record formats for materials in English and other languages, by evaluating and utilizing member-contributed catalog records from OCLC. If necessary, edits OCLC records to BIBCO and/or national standards, especially those that require original cataloging skills and judgment to properly evaluate and enhance.
• Adding additional subject headings and access points as needed.
• Reviews and corrects all other access points using the national authority files.
• Creates all required name, series, and subject authority records via NACO and SACO procedures.
• Overlays local records in the Libraries' integrated library system (ILS) with OCLC master records as needed, according to statewide shared bibliographic guidelines.

**Metadata maintenance and problem solving**
• Utilizes knowledge of the ILS (e.g., bibliographic, holding, item, and order records), and library workflows and practices to effectively solve problems.
• Enhances and maintains existing bibliographic descriptions to assure optimal user access to materials and/or to prepare metadata for output to other platforms and formats.
• Reclassifies materials from one shelving scheme to another (i.e., Dewey Classification to Library of Congress Classification).
• Participates in quality control of original and copy cataloging through the department record editing process.
• Works to support efficient automation of metadata creation.

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**Other Duties**
- Participates in special projects as requested.
- Provides cataloging-related help to other staff in the Libraries (within and outside the department), including student assistants and OPS employees.
- Consults with staff in other units and departments to resolve complex cataloging problems.
- Serves on committees and task forces as needed.
- Participates in staff development and training activities.

**QUALIFICATIONS**

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

**Preferred:**
- Ability to search, edit, and input records in OCLC and ALEPH, or a comparable online catalog system.
- Ability to utilize cataloging tools and resources such as OCLC Connexion, the RDA Toolkit, and Classification Web.
- Knowledge of Machine Readable Cataloging (MARC), Resource Description & Access (RDA), Anglo-American Cataloging Rules, 2nd ed. (AACR2), and Program for Cooperative Cataloging (PCC) guidelines.
- Knowledge of Library of Congress Classification (LCC) schedules and Library of Congress Subject Headings (LCSH).
- Basic computer skills, and experience with Microsoft Word, Excel, and Outlook.
- Knowledge of humanities subject terminology.
- Knowledge of science, social science and cartographic subject terminology.
- Ability to work with foreign language materials.
- Ability to work independently.
- 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.
- 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 the state of Florida’s preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF is
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An Equal Opportunity Institution

currently 8th among “Top Public Universities” in the U.S. News and World Report. UF has a long history of established programs in international education, research and service. 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.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

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. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

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 AND DISCOVERY SERVICES
The Cataloging and Discovery 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.

GAINESVILLE COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling 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
- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by February 3, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 513275. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@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.