



LIBRARY OF VIRGINIA

RARE and SPECIAL MATERIALS CATALOGER

Position #00169 (Full-Time), Pay Band 04

Library Specialist II; 29052

Salary Range \$60,000 to \$65,000 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia, the state library and archives of the commonwealth, is seeking a Rare and Special Materials Cataloger, Library Specialist II, to provide Special Collections cataloging. The position is part of the Acquisitions and Access Management unit. This position will provide exceptional cataloging by applying expert professional knowledge based on national standards and local practice. The successful candidate will catalog rare printed materials including books, broadsides, sheet music, maps and graphic materials by following LC practice, AACR2R, DCRM(B), and RDA guidelines, OCLC input standards, and online catalog requirements to provide access to researchers and the public. Through cooperative efforts with the Special Collections staff, suggests preservation treatments when appropriate. Reviews cataloging created by other catalogers as needed and assists with their training; is the authority control specialist for the department. Works with Special Collections staff on various projects.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

- 55% - Rare and Specials Materials Cataloging
- 20% - Authority Control Specialist
- 15% - Special Collections Cataloging Leadership
- 10% - Acquisitions and Access Management (AAM) Project Leader

This is an exempt level position and is eligible for limited teleworking after the first six months of employment.

REQUIRED QUALIFICATIONS

- Considerable knowledge of rare, printed materials cataloging, AACR2R, RDA, DCR (B) and other rare materials standards, LCSH, LC classification, MARC21 tagging, NACO and authority control following RDA guidelines and standard library operating procedures, and automated library systems;
- Considerable knowledge of online database searching technical processing, bibliographic utilities, and library physical processing and preservation;
- Knowledge of bibliographic sources and research techniques, including knowledge of major reference sources covering rare and early printed books;
- Demonstrated ability to direct and train staff and to work with staff at all levels, to organize workflow, and to work independently and collaboratively;
- Demonstrated ability to analyze and resolve problems;
- Demonstrated ability to plan effectively;

- Demonstrated ability to communicate both orally and in writing with supervisors, other staff members, and community partners;
- Demonstrated ability to work well with management and staff.

PREFERRED QUALIFICATIONS

- Undergraduate degree in history, public history, or education preferred;
- Master's library science or equivalent experience desirable;
- Rare books cataloging experience;
- Knowledge of literature associated with Virginia desirable;
- Library technical services.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Rare and Special Materials Cataloger - Richmond, Virginia, United States](#) for position #00169. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWCContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov. **An EEO/AA/ADA Employer**

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.