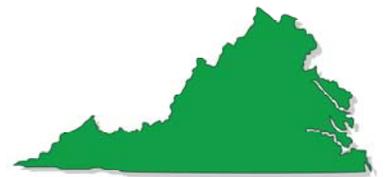


Monographs Cataloger



Position Overview

The Library of Virginia seeks an enthusiastic Monographs Cataloger who will provide a wide range of original and complex copy cataloging services in a variety of formats to help the public discover and access library materials. The Library takes pride in the quality of its cataloging, and all materials are cataloged to meet national professional standards and guidelines following LC practice, MARC21, AACR2R and RDA guidelines, and other metadata standards, OCLC input standards, and Ex Libris requirements. The monographs cataloger serves as a resource for other departments and coaches others in creating effective bibliographic records. The cataloger will evaluate the effectiveness of catalog data and metadata for resource discovery; research and contribute personal, geographic and corporate name authority work, and work closely with the Systems Librarian to create reports and maintain the online catalog. This position interacts daily with professional and support staff, and works across departmental lines to create standards of access and discovery for a variety of materials throughout the library.



Our Location:

**800 East Broad St.
Richmond, VA 23219**

The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 122 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



Our Main Building

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

Monographs Cataloger (Library Specialist II)

Position Number 00179

Salary Minimum \$36,000

Full-time with benefits

Qualifications:

- Experience in complex copy cataloging and creation of original cataloging records in a variety of physical formats, using AACR2R, RDA, LCSH, LC classification, and NACO authority control;
- Experience searching and cataloging in online bibliographic utilities and automated library systems;
- Considerable knowledge of standard library operating procedures;
- Knowledge of bibliographic sources and research techniques;
- Knowledge of library physical processing and preservation;
- Familiarity with other cataloging standards such as Dublin Core;
- Demonstrated ability to perform detailed work and to work both independently, and as part of a team; and,
- Ability to instruct, collaborate with, and to review the work of library assistants and support staff.

Preferred:

- MLS from an ALA-accredited library school;
- Certificate issued by the Virginia State Board for Certification;
- Experience cataloging using RDA;
- Experience using metadata standards such as Dublin Core; and,
- Experience using MarcEdit.

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

To Apply

Candidates must submit a completed Virginia state employment application, cover letter, & resume online at <https://virginiajobs.peopleadmin.com> for position #00179.

Please visit our website at www.lva.virginia.gov for full announcement and additional information. Selected candidate must complete a criminal background check.

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. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the:

Office of Human Resources at 804/692-3586 or email nancy.epperly@lva.virginia.gov.

An EEO/AA/ADA Employer

Applications for this position must be received by 11:59pm on April 11, 2016.