

Lakeland Library Cooperative
4138 3 Mile Road NW
Grand Rapids, MI 49534-1134
(616) 559-5253 (616) 559-4329 (fax)

Position Opening
CATALOG LIBRARIAN
(February 2012)

The Lakeland Library Cooperative is accepting applications until the position is filled as described for the position below. Application and Resume should be submitted to Sandra Wilson, Cooperative Director.

POSITION

Full time, 40 hours per week

SALARY

Commensurate with Qualifications and Degree

SCHEDULE

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Occasional: Monday – Friday 11 a.m. - 7 p.m. or Saturday 9 a.m. – 5 p.m.

BENEFITS

Health

Dental

Vision

Pension

Long term disability

457 Deferred Comp optional

GENERAL DESCRIPTION OF POSITION

Perform original and copy cataloging of library materials using online databases in accordance with current cataloging standards, MARC format and local standards. Additional administrative duties dependent on college degree.

Lakeland Library Cooperative serves 41 public libraries in eight counties in western Michigan. Cataloging for 37 libraries is performed by the Cooperative.

REQUIRED

1. Thorough knowledge of AACR2 and other cataloging rules
2. Ability to search, retrieve and update bibliographic records for the ILS for bibliographic records that match information supplied by member libraries and if more than one record is found, identifies the best record for cataloging purposes
3. Creates original Machine Readable Cataloging (MARC) records and updates SkyRiver records to add to the Library's online catalog using the cataloging vendor and ILS cataloging module interface software
4. Understanding of authority control
5. Knowledge of Integrated Library Systems (ILS)

EDUCATION AND EXPERIENCE QUALIFICATIONS

Preferred:

Masters of Library Science Degree from an American Library Association accredited School with a minimum of two year's experience in a library environment as a professional cataloger

Will Consider:

Completion of a four-year degree program with a minimum of four year's experience in a library environment as a copy cataloger with original cataloging desirable