

## CATHOLIC THEOLOGICAL UNION

### Employee Position Description (2023)

**Position:** Cataloging Librarian  
**Supervisor:** Director, Paul Bechtold Library  
**Classification:** Administrative Staff, Full Time Temporary (6 months +)

#### General Summary:

The Cataloging Librarian is responsible for the library's technical services operations and workflows; coordinates the acquisition, processing, and maintenance of library resources, and ensures quality control of bibliographic records for all material types. Additionally, this person may supervise student workers and participate in offering reference services. The Cataloging and Acquisitions Librarian interacts regularly with library staff, students, faculty, and vendors. Hybrid working arrangements will be considered.

#### Essential duties and responsibilities:

- Manages the acquisition and processing of library materials.
- Catalogs library resources of all formats.
- Performs maintenance of bibliographic records to ensure the accuracy and accessibility of resources.
- Works with the Director of the Library to develop and evaluate technical services policies and procedures.
- Creates and maintains documentation of technical services procedures
- Maintains standing orders, continuations, and serials subscriptions
- Processes vendor payments and maintains budget records
- Works with the Director of the Library selecting and deselecting library materials.
- Does regular collection maintenance such as weeding and inventory.
- Provides reference and circulation assistance to library users as needed.
- Assists in training and supervising student workers.

#### Qualifications:

- ALA-accredited MLS or MLIS degree required.
- Familiar with current cataloging rules and procedures (RDA, MARC21, etc.).
- Previous work experience with OCLC and an integrated library system (Alma/Primo preferred).
- Excellent communication skills and the ability to work with the public are required.
- Experience cataloging and managing print and electronic resources preferred.
- Ability to effectively troubleshoot technical problems, isolate causes, and implement solutions, preferred.
- Some familiarity with Roman Catholic theology, practices, and religious orders preferred
- Supervisory experience or aptitude preferred.

A cover letter with a resume is required. Please go to [www.ctu.edu/jobs-at-ctu](http://www.ctu.edu/jobs-at-ctu) to apply online.

Applications from people of diverse sexual and gender identities, and members of racial and ethnically underrepresented groups are encouraged.