Librarian/Cataloger

Responsible for cataloging all materials for the CAA Library. In addition, this position provides reference, research, and collections support and helps to oversee the work of the Work-Study student library assistants. **Responsibilities include:** Catalog all materials for CAA Library collection using OCLC Connexion software, MARC format, AACR2, RDA, LCSH, and LC classification**.** Download new MARC records to SirsiDynix Horizon system and maintain existing records in system**.** Create original records in OCLC for unique materials**.** Manage DVD recordings of in-house lectures**.** Coordinate binding of books and master's statements through commercial binderies**.** Process gift and donation books. **Requirements:** Master's degree in Library or Information Science from an ALA-accredited program (or equivalent qualification) required. Additional BA in art, art history, or humanities highly desirable. Professional experience in academic or art library highly desirable. Cataloging experience with OCLC Connexion software required. Knowledge of MARC, AACR2, RDA, LCSH, and LC classification required. Experience using SirsiDynix Horizon system preferred. Experience using Classification Web software preferred. Proficiency in Microsoft Office applications and Windows required. **This is a part-time position, working 20 hours per week year round.**