



Librarian/Cataloger

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The part-time **Librarian/Cataloger** is responsible for cataloging all materials for the Cranbrook Art Academy Library. In addition, this position maintains the CONTENTdm image database, provides reference, research, and collections support and helps to oversee the work of the Work-Study student library assistants.

Responsibilities include, but are not limited to:

- 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.
- Maintain CONTENTdm database of images and metadata from graduating students.
- Provide reference and research assistance to all patrons using the library collections.
- Participate in day-to-day operation of the library, including circulation, directional assistance, maintenance of library security, supervision/training of student library assistants.
- Work some evening and/or weekend shifts during the academic year.
- Manage the library in the absence of the Director of Academic Programs and Library.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.
- No direct supervisory responsibilities; but may oversee the training and work of Student Library Assistants.

Requirements:

- Master's degree in Library or Information Science from an ALA-accredited program (or equivalent qualification)
- Cataloging experience with OCLC Connexion software
- Knowledge of MARC, AACR2, RDA, LCSH, and LC classification
- Excellent organizational and oral/written communication skills
- Strong customer service attitude is essential. It is necessary to understand, speak, and write English.
- This position requires the ability to interact with the public while simultaneously working on other projects as well as the ability to prioritize multiple projects.
- The position often involves working with materials in various formats and multiple languages.

Highly Desirable:

- Additional degree in Art, Art History, or Humanities
- Professional experience in academic or art library
- Experience using SirsiDynix Horizon system
- Experience using Classification Web software
- Experience using CONTENTdm digital collection management system
- Proficiency in Microsoft Office applications and Windows

This part-time position includes eligibility for paid time off, participation in our retirement programs with employer contribution, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email humanresources@cranbrook.edu or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at www.cranbrook.edu/employment.

(Please note that a fully completed employment application is required for consideration.)