



PROJECT CATALOGER Announced IO-26-16

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Summary

The role of the Project Cataloger is to perform original and copy cataloging of monographs according to accepted national standards. Work will be reviewed by the Research Center Director.

Responsibilities Include (as well as other duties as assigned):

- Performs original and copy cataloging of rare and non-rare monographs to facilitate their identification, access, and use.
- Responsible for creating, editing, deleting, and otherwise maintaining MARC21 catalog records in OCLC and GHS's online public access catalog.
- Interprets and applies Library of Congress subject headings and classification system in cataloging and classifying library materials.
- Promotes the use of consistent, authorized headings in local and national files.
- Assists in collection management activities, including accessioning and deaccessioning.
- Performs a variety of cataloging maintenance activities.

Experience/Skills Required:

Knowledge, skills and abilities: Knowledge of Anglo-American Cataloging Rules 2nd Rev (AACR2r), Resource Description and Access (RDA), and skilled application of Library of Congress Classification and Subject Headings. Knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification. Possess computerized cataloging as well as knowledge of standard bibliographic sources, MARC 21 bibliographic format, and verification tools. Must have the ability to organize and to prioritize work and to act with initiative and excellent judgment. Demonstrated problem-solving ability, extremely detail-oriented, and good interpersonal skills required.

Education: MLS degree from an ALA accredited library school with coursework in cataloging.

Preferred experience: Minimum of three (3) years of progressively responsible related experience, preferably in a research library setting.

Physical Demands: While performing these duties it is regularly required to see, talk, hear, stand, walk, and bend. This is largely a sedentary role; however, some filing and lifting is required to perform the essential functions. This would require the ability to lift 40 pounds, reach and open file cabinets, traverse stairs, and bend and stand as necessary.

Supervisory Responsibilities: N/A

For more information

Send cover letter and resume to:

Project Cataloger

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please