



REFERENCE AND CATALOGING LIBRARIAN

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.

Position Summary

The Reference and Cataloging Librarian is responsible for managing reference staff, scheduling the day-to-day operations of reference services, providing in person and remote reference services, and performing copy cataloging and original cataloging of library and archival materials according to accepted national standards. This position works under the direction of the Manager of Archival and Reference Team.

Responsibilities Include (incumbent may perform other duties as assigned):

- Manage reference activities on a day-to-day basis; manage Reference Assistants; evaluate, manage, and create library resources; enforce reading room procedures with staff and patrons; report resources for collection development; assist the Manager of Archival and Reference Team in updating forms and ready reference resources as needed.
- Coordinate reference desk staffing and scheduling; schedule staff for reference duty; schedule research appointments and orientations; assist the Manager of Archival and Reference Team in managing the Research Center calendar.
- Work with other reference staff to respond to incoming reference requests in a variety of formats (email, telephone, in-person, and postal mail) and ensure a timely turn-around response by logging incoming requests, monitoring response times, ensuring payment for research requests are paid in full.
- Performs copy cataloging and original cataloging of rare and non-rare library and archival materials 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. Performs a variety of cataloging maintenance activities.
- Work with the Manager of Archival and Reference Team to establish goals, develop work plans, and monitor statistics.
- Present instructional orientations of Research Center resources to groups and individuals; participate in outreach activities, as necessary.
- Assist in collections management tasks for book and serial collections including shelf reading, inventorying, and deaccessioning projects. Implement deaccessioning activities as directed by the senior management team.
- Manage serials check-in, cataloging, and bindery operations; assist the Manager of Archival and Reference Team in identifying published materials in need of repair and coordinate occasional bindery deliveries.

- Manage occasional book sale; schedule book pick-ups and donations; send donation acknowledgements; assist in publicizing the events; coordinate book pricing and set-up.
- Participate in planning and work with the entire Georgia Historical Society staff to ensure integration of the Research Center component into the mission and goals of the institution.

Supervisory Responsibilities: Reference Assistants, interns, and volunteers.

Experience/Skills Required:

Knowledge, skills, and abilities: Management abilities to successfully oversee the team including skills in project management, leadership, delegation, coaching, and problem solving, Ability to implement and enforce systems, policies, and procedures. Experience in assisting users find information and in providing reference services in-person, through email, and over the telephone. Experience in developing and organizing reference resources. 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. Demonstrated ability to work independently and as a part of a team, to organize, prioritize work and act with initiative and good judgment, and to supervise the work of others. Must be a self-starter with flexibility and a willingness to get the job done. Excellent writing, editing, and proofing skills, along with excellent problem solving, interpersonal, and communication skills. Must be able to work well under pressure and with attention to detail. Must represent GHS in a professional manner and be able to work well with diverse groups of people including patrons, board members, donors, volunteers, and staff.

Education: Master's degree in Library and Information Science with coursework in cataloging.

Experience: Five years of progressively responsible related experience including at least three years in a supervisory capacity. Experience MUST be in a special collections, academic collections, corporate, or law library. Preference will be given to those applicants who are experienced managers.

Physical Demands: While performing the duties of this job, the employee 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 of the job. This would require the ability to lift 40 pounds, reach and open file cabinets, traverse stairs, climb ladders, bend and stand as necessary.

To Apply:

At the Georgia Historical Society, diversity and inclusion is an integral part of our history, culture, and identity. We are committed to equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or other protected status. We are committed to creating a workforce that is reflective of the larger community. All are encouraged to apply.

Send cover letter and resume to:
Reference and Cataloging Librarian
Georgia Historical Society
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com

No phone calls please