Special Instructions to applicants:
Be sure to attach a cover letter with your resume/C.V. Provide three professional references including name, title, phone number and e-mail address. A copy of your transcript(s) may be attached to your application (if available). However, original transcripts are required prior to hire.
LSU requires the COVID-19 vaccine for all students, faculty, and staff or mandatory monthly testing. New employees must either submit proof of vaccination within three (3) days of their official start date, otherwise be entered into the mandatory monthly testing protocol.

Use this link to apply: https://lsu.wd1.myworkdayjobs.com/en-US/LSU/details/Special-Collections-Cataloger---General-Librarian_R00063598

Job Summary:
Reporting to the Head of Special Collections Technical Services, the Special Collections Cataloger holds the rank of General Librarian and performs original and copy cataloging of special collections materials in multiple formats, as well as occasional original cataloging for items in the main library collection. The incumbent also creates metadata for digitization projects and name authority records for the Name Authority Cooperative Program (NACO). Lastly, the Special Collections Cataloger provides public services at Special Collections service points and performs other duties as assigned.

A successful candidate will have demonstrated knowledge of cataloging theory, practice, and national and international standards and best practices.

Job Responsibilities:
75% Creates and edits MARC catalog records utilizing knowledge of standards including RDA, LCSH, NAF, LC classification, and other appropriate thesauri and authority lists used for descriptive and subject cataloging of books, serials, visual materials, cartographic materials, music scores, and audio-visual materials.
10% Performs original and complex description of digitized materials by creating or enhancing metadata records, which involves both accurate descriptive cataloging and the assigning of appropriate Library of Congress subject headings.
10% Staffs departmental service points as a primary contact/reference person for patrons using Special Collections. Interprets and enforces library policies for the security and administration of the collections. Performs other duties as assigned.
5% Creates and enhances name authority records for submission to the Name Authority Cooperative Program (NACO).

Minimum Qualifications:
Master's degree from an ALA-accredited library school program with a concentration in cataloging. Equivalent work experience may substitute for concentration.
One year of experience as a professional librarian.
Professional experience in the creation and editing of MARC catalog records for books and serials; knowledge of RDA, LCSH, NAF, LCC, OCLC Connexion, and Sirsi/Dynix Workflows.

Preferred Qualifications:
Professional experience in the cataloging of visual materials, cartographic materials, music scores, and audio-visual materials; knowledge of Descriptive Cataloging of Rare Materials (Books); completed training to create and enhance name authority records for submission to the Name Authority Cooperative Program (NACO); reading knowledge of French or Spanish.