

Position Announcement

Cataloger/Systems Administrator

Louisiana Tech University seeks a motivated professional to join Prescott Memorial Library as the Cataloger/Systems Administrator. This is a 12-month tenure-track faculty appointment, at the rank of Assistant Professor, requiring research and publication, service to the University, the library, and the profession, and continuous professional development as criteria for promotion and tenure. Reporting to the Executive Director of the Library, the Cataloger/Systems Administrator directs and supervises Bibliographic Management Services. This position will be responsible for ensuring the internal consistency and overall quality control of the library's discovery systems.

Duties and responsibilities of the Cataloger/Department Head:

- Perform original cataloging/classification of materials in all formats and maintain authority control in the library catalog, using MARC or other appropriate schema
- Ensure accurate bibliographic records, maintain records of library holdings, and provide annual statistics
- Establish cataloging policies and procedures
- Manage departmental workflow and projects
- Oversee government publication processing and catalog access
- Manage catalog web links and metadata as needed
- Supervise a staff of 2 library paraprofessionals
- Will have the option of providing reference services on occasional weekends

Duties and responsibilities of the LOUIS System Administrator:

- Serve as liaison to the statewide library consortium (LOUIS)
- Manage all Workflows modules of the integrated library system (SirsiDynix): maintain the databases; load bibliographic records; run administrative reports; troubleshoot, document, and communicate problems; coordinate and monitor testing and implementation of new releases; attend all LOUIS System Administrator's meetings, inform staff about updates, and provide training
- Maintain e-Library link customizations and administer the EBSCO Discovery Service and its use as a link resolver
- Manage the interlibrary loan document delivery system (ILLiad)
- Update patron files and IP addresses in EZProxy
- Work collaboratively with the Backup System Administrator

Required Qualifications:

- ALA accredited Master's Degree in Library/Information Science
- Working knowledge of current cataloging and metadata standards, including but not limited to: MARC21, RDA, AACR2, LCSH, LC classification
- Excellent oral and written communication skills

- Experience with original cataloging of theses, dissertations, and other materials
- Supervisory experience or demonstrated potential
- Demonstrated potential to meet tenure requirements

Preferred Qualifications:

- 2 or more years of cataloging experience in an academic library, including metadata
- 2 or more years of supervisory and management experience
- Experience with automated library systems (preferably SirsiDynix) and bibliographic utilities (OCLC)
- Knowledge of Superintendent of Documents classification system
- Familiarity with Workflows, including creation of reports
- Experience maintaining a local EZProxy
- Experience with Microsoft Office Suite and WinScp

Louisiana Tech University is a selective admissions public research university with an enrollment of 12,873 undergraduate and graduate students. The main campus in Ruston, a lovely small town of 22,370 with a growing economy, is conveniently located in the piney hills between the metropolitan areas of Shreveport and Monroe. Prescott Memorial Library has a staff of 22 and holdings of over 3.8 million items. It is a regional federal documents depository, a historical state depository, and a member of Lyasis, OCLC, and the LOUIS statewide library consortium. LOUIS is a consortium of public and private college and university libraries in the state of Louisiana that is widely recognized as a model for cost-effective collaboration in higher education.

Rank/Salary: Competitive starting salary and benefits package. Twelve-month, tenure-track position with appointment to the rank of Assistant Professor.

Application Instructions: Interested applicants should submit a letter of application, CV, and the names with contact information of at least three professional references, including mailing addresses, email addresses, and daytime phone numbers.

Application Review: Review of CVs will begin March 4, 2019 and continue until the position is filled. Applications will be accepted until the position is filled.

Abigail DeSoto
Chair, Cataloger Search Committee
Prescott Memorial Library
P.O. Box 10408
Louisiana Tech University
Ruston, LA 71272
desoto@latech.edu

For more information about the library, consult our website: www.latech.edu/library.

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