Job Description: Reference Librarian/Cataloger

Employment Classification:
Full-time

Position Overview
The Lloyd Library and Museum seeks a well-rounded librarian to provide access to and reference service for our collections. Over the past few years, collection use has expanded by more than 500%, requiring improved access through cataloging, finding aids, electronic resources, metadata on collaborative digital collections, and accelerated processing. Reporting to the Executive Director, the librarian will process and catalog books, including rare and foreign language books, and provide direct assistance to researchers. The successful candidate is current with latest cataloging and archival practices and emerging trends, including electronic preservation and delivery of materials organizational practices and new services. Recognizing the importance of understanding Lloyd researchers’ and visitors’ interests and needs, this position will also perform general reference service, assist with curatorial work, and provide support for Lloyd programs and events. Working independently and frequently unsupervised, the ideal candidate is an enthusiastic self-starter, who also works well in a team environment.

Principal Duties and Responsibilities:
The Reference Librarian/Cataloger will be charged with the following responsibilities:

- Catalogs books, serials, electronic records, performing original and copy cataloging, and retrospective cataloging with special focus on books accompanying the Norman R. Farnsworth manuscript collection and rare books.
- Uses standard cataloging tools such as OCLC, Sierra, Library of Congress Classification and Subject Headings on Classification Web, Library of Congress Authority File, and Descriptive Cataloging of Rare Materials.
- Updates catalog records and leads data migration, as necessary
- Protects library print materials, including conservation, preservation, and recommending practices for handling, storage, and security of library resources.
- Provides direct, high quality customer service and research assistance.
- Serves as a technical services liaison between the Lloyd Library and University of Cincinnati Libraries.
- Creates metadata for digital access according to prescribed protocol and uploads digital materials on collaborative library websites and consortiums.
LLOYD
LIBRARY & MUSEUM
917 Plum Street
Cincinnati, OH 45202

- Assist in curating exhibits and participate in identifying related programs.
- Participates in grant writing and administration.
- Upon request from the Executive Director, writes articles for professional and general audiences.

Library Services Team
- Maintains good relations with Lloyd clientele, contacts and employees demonstrating tact, courtesy, and cultural sensitivity.
- Works collaboratively.
- Follows Library practices, procedures, and protocols.
- Enthusiastically embraces the Lloyd Library mission and vision for the future.
- Performs other duties as assigned by the Executive Director.

Required Experience, Skills and Competencies
Master’s Degree from an accredited university in Library Science or Archival Management required. Subject Masters’ in Science, Art History or History preferred.

Minimum of five years of library experience.

Experience in academic or special libraries, or non-profit, cultural or heritage organizations preferred.

- Original and copy cataloging experience, including rare books. Foreign language cataloging experience preferred.
- Strong direct customer service experience in person and via phone and electronic communication.
- Demonstrated knowledge of nationally accepted standards, vocabulary, and best practices for book cataloging and archival processing and description, including, DACS, EAD, RDA, LCSH and MARC. Experience using Integrated Library Systems and OCLC cataloging.
- Experience working with archival content management systems, such as Archivists’ Toolkit or ArchiveSpace.
- Ability to read cursive writing.
- Experience identifying and writing grants.
- Experience working with clientele from diverse backgrounds and life experiences.
- Strong visionary skills to seek innovative uses of technology to further library service goals.
Skills/Abilities Competencies:

- Passion for education, health and wellness, the arts, science, and community engagement.
- Demonstrated ability to take initiative and work independently, collaboratively, and contribute positively to the team.
- Candidates must have excellent computer skills, including competencies in Microsoft Office (Word, Excel, PowerPoint, and Outlook), familiarity with social media platforms, and ability to update library website with training.
- Coding, web development and data management experience with html5 and css, Javascript, Python, Blackbaud, Wordpress, or equivalent, preferred.
- Effective time management, results oriented, strong organizational skills, establishing goals and plans to prioritize, organize, and meet deadlines.
- Ability to work on multiple projects simultaneously.
- Ability to work independently and self-directed, and collaboratively in a goal-oriented team environment.
- Superb communication skills, including oral, written, and active listening.
- Attention to detail.
- Anticipates challenges and develops and implements strategies for addressing them.
- Experience streamlining and improving efficiency of operations, especially using technology.
- Experience creating and maintaining displays using various media.
- Creativity, flexibility, and willingness to embrace new approaches and directions.

Physical Demands

- Lift light objects (less than 20 pounds) and transport them short distances (20 feet or less)
- Perform repetitive hand, arm and body movements, including lifting books and boxes; bending and standing
- Open cabinets, bend and remain in standing position
- Typing/Keyboarding

Working Conditions:
Professional work environment on site at the Lloyd Library and Museum.

Results oriented work environment with interaction with constituents such as donors, Board of Directors, members, clients and partners.
Diversity and inclusion are priorities for our institution. We strongly believe that encouraging a broad range of opinions, ideas and perspectives drives creativity, innovation and excellence.

**Equal Employment Opportunity Policy**
The Lloyd Library and Museum is an Equal Opportunity Employer and embraces diverse skills, perspectives, and ideas. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law.

**Compensation and Hours of Work:**

**Starting Pay:** $50,000-$53,000 annually

**Hours:** up to 40 hours/week
Schedule may include evening and weekend hours.

**Start date:** January 1, 2024

**To apply**
Questions about the position, contact Patricia Van Skaik, Executive Director, pvanskaik@lloydlibrary.org.

Submit resume to Patricia Van Skaik at pvanskaik@lloydlibrary.org.

**Application deadline:** 5 p.m., September 29, 2023

All applications will be acknowledged within two business days of receipt.