Mississippi State University Libraries

Assistant Professor/Electronic Resources Cataloger

The Mississippi State University Libraries provide their community of users an ongoing, creative, and technologically advanced library program and is currently seeking an Electronic Resources cataloger to serve as a member of a dynamic Collection Management Services team committed to the successful management of the Libraries’ collection of electronic resources.

Under the direct supervision of the Coordinator of Serials Cataloging, the essential duties and responsibilities include collaboration with relevant personnel and departments in the cataloging of electronic resources; contributing to the development of a virtual research database by performing original and copy cataloging of electronic resources and cataloging of other materials representing all levels of difficulty, all subjects and languages, and all formats according to RDA, AACR2, LCRIs, LCSH, LC classification and MARC formats. Performs authority work on names and series in accordance with local and national standards. Solves problems arising from obsolete or incorrect information appearing in bibliographic and holdings records; serves on library committees, including the Electronic Resources Evaluation committee; serve as a subject bibliographer working collaboratively with subject specialists and other liaison team members; meets library and university requirements for promotion and tenure in the areas of librarianship, research, service, and collegiality.

Minimum Qualifications: ALA accredited MLS/MLIS required; familiarity with AACR2, RDA, LCSH, LC classification and experience with OCLC Connexion Client. Knowledge of RDA Rules for cataloging (print and electronic) as well as CONSER cataloging guidelines.

Preferred Qualifications: Additional graduate degree; previous library experience working with electronic resources or cataloging; experience with cataloging module of the SirsiDynix Workflows Integrated library system.

Knowledge, Skills and Abilities: Knowledge of current trends in the management and access of electronic resources; experience with an automated library system; strong analytical and organizational skills as well as effective interpersonal, collegial, and communication skills (both oral and written); ability to set and adjust priorities and workflow in a dynamic and changing environment; acceptance of new challenges in order to realize departmental and library goals; ability to work independently as well as part of a team; ability to carry out professional research and service necessary to meet library and university requirements for promotion and tenure