Position: Special Collections Cataloger, Cataloging Department (Search #105939)

Deadline: November 2, 2018

Pay Grade: 29E

The University of Delaware Library, Museums and Press seeks a dynamic early career librarian to perform original and complex copy cataloging and authority work for special collections materials across multiple formats and languages. Reporting to the Coordinator, Special Collections Cataloging Unit of the Cataloging Department, major responsibilities include:

- Perform original and complex copy cataloging for MARC records for early printed books in a variety of European languages following AACR2 and DCRM(B) standards.
- Provide original RDA cataloging for 19th–21st century items in a variety of formats and languages.
- Provide AACR2 and RDA complex copy cataloging for 19th-21st century items in a variety of formats and languages.
- Contribute to development of local procedures.
- Create and enhance NACO records.
- Participate in special cataloging projects as needed.
- Actively engage in professional development and other scholarly activities.

Qualifications: ALA-accredited graduate library degree. Familiarity with cataloging of rare books and special collections materials. An understanding of the unique role of primary source materials in today’s research environment and their use by faculty, scholars, and students. Familiarity with the MARC format, Library of Congress classification and subject headings, AACR2, and RDA. Working knowledge of book and printing history, bibliography, and best practices related to rare books and special collections materials, especially printed books, ephemera, prints, maps and other graphic works, and art objects and three-dimensional objects. Familiarity with DCRM, related rare book resources and tools, and trends in rare book cataloging. Ability to perform complex analytical work and problem solve; flexibility; judgement; attention to detail. Strong interpersonal skills. Excellent oral and written communication skills. Ability to work productively and cooperatively in a complex environment while maintaining effective working relationships. Written knowledge of at least one language other than English. Commitment to fostering an inclusive educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population. Commitment to professional growth.

Preferred: Cataloging experience in an academic library. Experience cataloging serials or cartographic resources in a special collections environment. Experience cataloging with at least one of the DCRM modules. Familiarity with authority work. Knowledge of or experience with non-MARC formats and non-AACR2/RDA metadata standards.
**General Information:** The holdings of Special Collections at the University of Delaware Library include books, literary and historical manuscripts, maps, prints, photographs, broadsides, periodicals, pamphlets, ephemera, and realia from the fifteenth to the twenty-first century. Printed collections number more than 200,000 titles and manuscript collections span more than 5,000 linear feet. The collections complement the University’s teaching programs and the Library’s general collections with particular strengths in the subject areas of the Arts; English, Irish, and American literature; history and Delawareana; horticulture; and the history of science and technology. Manuscript strengths include American history, particularly Delaware and the surrounding region; contemporary American, British and Irish literature; art and architecture; land use and the environment in the Delaware Valley, politics and government, and the history and technology of printing, publishing, and the book arts. Special Collections has an active exhibition program, is engaged in several ongoing Web-related activities, including online finding aids to manuscript and archival collections, online exhibitions, and digitization of selected collections. Additional information about the Special Collections is available at library.udel.edu/special/.

The [University of Delaware Library, Museums and Press](https://library.udel.edu) is committed to student success, scholarly research and inclusive excellence. The Library is strongly committed to fostering diversity within our community. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion, and will assist us to expand our capacity for diversity in the broadest sense. The Library collaborates with strategic campus partners to achieve these priorities, as well as with national professional organizations including the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, Greater Western Library Alliance, OCLC Research Partnership, SPARC, HathiTrust, the National Digital Stewardship Alliance, the National Network of Libraries of Medicine (NN/LM) and the ACRL Diversity Alliance. More information about the Library is available at [library.udel.edu/](https://library.udel.edu/).

**Benefits:** 22 vacation days. Generous 403(b) retirement plan. Tuition remission for dependents and spouses, and course fee waiver for employee. Full information about University of Delaware benefits is available at [www.udel.edu/benefits/](https://www.udel.edu/benefits/).

**Appointment:** Appointment expected at the rank of Assistant Librarian, pay grade 29E. This position is part of the librarian career ladder governed by the [University of Delaware Library Rank and Promotion System](https://library.udel.edu/).

**To Apply:** Include cover letter and resume, along with the names and contact information of three employment references, following University of Delaware application instructions at [www.udel.edu/udjobs/](https://www.udel.edu/udjobs/).

**Equal Opportunity Employer:** The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at [www.udel.edu/home/legal-notices/](https://www.udel.edu/home/legal-notices/).

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.