

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Complex Copy Cataloger – Serials Unit

CLASSIFICATION: Library Associate 1

REPORTS TO: Resource Description Specialist - Unit Head, Serials

SALARY: \$45,097 minimum salary; The Smathers Libraries offer a salary commensurate with experience and credentials.

The University of Florida offers a competitive benefits package including health, retirement, paid time off, discount programs, professional development and worklife support. [Learn more.](#)

JOB NUMBER: 531494 ([Apply online](#))

DEADLINE DATE: June 4, 2024 - applications will be reviewed as received

Please Note: Please be aware this position is not located on the main campus but at the University of Florida, Interim Library Facility (ILF). The address is: 4040 NE 49th Avenue (RTS – Job Corps Route 24).

JOB SUMMARY

The Complex Copy Cataloger for the Serials Unit performs simple and complex copy cataloging for serial publications for the Resource Description Services Department (RDS). This includes cataloging serials in all formats and all languages according to accepted professional standards. The incumbent performs bibliographic maintenance as needed due to changes in serial publication titles and other characteristics, solves problems, and makes needed corrections and updates in catalog data. Additional responsibilities include reviewing and contributing to workflows and procedures updates, training staff, and creatively resolving problems. These tasks require efficient application of a high level of understanding of national cataloging standards and tools, as well as general classification skills for literary materials.

RESPONSIBILITIES

Simple and Complex Copy Cataloging - Serials

This position is specifically responsible for cataloging serials in all languages and most formats using Resource Description and Access (RDA) cataloging rules. This includes describing the content of items and conducting subject analysis as well as assigning appropriate access points and classification numbers. Catalog records are contributed to OCLC WorldCat and included in the library management system.

- Using Machine Readable Cataloging (MARC) enhances catalog records for materials as needed according to the Cooperative Online Serials Program (CONSER) standards.

- Enhances cataloging records as needed, replacing the OCLC master record after completing edits according to CONSER RDA standards. Reviews bibliographic records for accuracy and applies local and PCC rules and practices governing metadata description and subject analysis.
- Derives electronic records for digitized materials.
- Imports and overlays bibliographic records from the OCLC WorldCat bibliographic database for use in the Alma Integrated Library System (ILS) database.
- Verifies that all access points are authoritative by searching the national and local authority files and revises or creates new authority records submitted through the Name Authority Cooperative Program (NACO) with routine review by the department's NACO Coordinator.
- Regularly consults the ISSN Portal database to compare OCLC and ISSN records and address discrepancies.
- Stays current on the latest standards, procedures, and documentation, working with managerial staff to develop best practices and establish new policies and procedures for Serials cataloging.
- Works with bibliographic and authority records that use older cataloging rules, such as AACR2, and may update those records to RDA, when appropriate.

Bibliographic and Metadata maintenance, problem solving, and special projects

Utilizes knowledge of the library management system (e.g., bibliographic, holdings, and item records) and library workflows and practices to effectively problem solve.

- Enhances and transforms serial record metadata to ensure optimal user access to serial records.
- Performs bibliographic record maintenance when needed.
- Creates and updates holdings and item records in Alma and occasionally works with portfolios for content in the University of Florida Digital Collections (UFDC).
- Answers questions, and trains team members and student workers on advanced techniques.
- Consults with FLVC and library staff within and outside the department to resolve complex cataloging and database problems.
- Handles content transfers when needed, especially to FLARE.
- Participates in special projects as needed.

Teamwork and professional development

- Provides cataloging-related help to other library staff (within and outside the department), including student assistants and OPS employees.
- Contributes to documentation of unit and departmental policies and procedures.
- Pursues expanded practical knowledge and understanding of resource description policies and tools.
- Serves as backup for other copy cataloging units as needed.

Other Duties as Assigned

Participates on library committees, attends library and university training as needed, and pursues professional development opportunities.

QUALIFICATIONS

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

Required:

High School diploma or equivalent and five years of library, or relevant experience; or an Associate's degree and three years of relevant experience; or a Bachelor's degree and one year of relevant experience; or any equivalent combination of experience, training and/or education.

Preferred:

- Working knowledge of RDA, AACR2, PCC programs, and application of Library of Congress Classification and Subject Headings.
- Experience working with MARC bibliographic, holdings, and item records, particularly within the Alma Integrated Library System.
- Ability to utilize cataloging tools and resources such as OCLC Connexion, RDA Toolkit, Classification Web, and ISSN Portal.
- Ability to use cataloging procedures and tools and to contribute to their review and development.
- Demonstrated problem-solving ability.
- Reading knowledge of a language other than English.
- A Master's Degree in Library Science (MLIS, MIS) or similar degree from an ALA accredited program.
- Evidence of excellent interpersonal skills including oral and written communication
- Strong oral and written communication skills.
- Ability to work both independently and collaboratively to accomplish goals.
- Flexibility, and ability to adapt and work in a rapidly changing academic environment.
- Basic computer skills and experience with Microsoft Word and Outlook.

RESOURCE DESCRIPTION SERVICES

The [Resource Description Services Department](#) supports the University's academic programs and research by providing metadata description and processing for physical and digital collections held by the George A. Smathers Libraries. The department catalogs approximately 20,000 titles per year in compliance with national standards of bibliographic control and in keeping with established cataloging priorities. Original record contributions to [OCLC](#), an international bibliographic database, number around 5,000 annually. The department participates in international cooperative cataloging programs including [CONSER](#), [BIBCO](#), [NACO](#), and [SACO](#). Currently comprised of three librarians and fifteen staff members, RDS consists of five units: Contributed Cataloging, Copy Cataloging, Government Documents Cataloging, Metadata, and the Serials Cataloging Unit. They collaborate to create efficient workflows and apply the latest technologies to meet user needs. The department works with the Acquisitions and Collections Services department to load e-resource packages, which add thousands of records to the library catalog each year. Original record contributions to OCLC, an international bibliographic database, number 5,000 annually. Department units collaborate to create efficient workflows and apply the latest technologies to meet user needs.

UNIVERSITY OF FLORIDA LIBRARIES

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six campus libraries and off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, over 197,000 full-text journals, over 1000 electronic databases, 1.3 million documents, and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and participate in a variety of collaborative, international projects while engaging with the UF community. We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). Support for professional development is central to the Smathers Libraries. Supports include a formal

mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

LIBRARIES LAND ACKNOWLEDGMENT

The Smathers Libraries acknowledge that the main (Gainesville) campus of the University of Florida is located in the ancestral territory of the Potano and later the Seminole peoples. The Smathers Libraries acknowledge its obligation to honor the past, present, and future Native residents and cultures of Florida.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) was named the #1 public university in the country by the Wall Street Journal in its “2024 Best Colleges in the US” report and is also currently among the “Top Ten Public Universities” in the U.S. News and World Report and seventh in Forbes “Colleges that Deliver a High Bang for Your Tuition Buck” (2023). The University of Florida (UF) is the state of Florida’s preeminent university, as well as the state's oldest and most comprehensive university. UF is among the nation's most academically diverse public universities and is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). UF has 16 academic colleges offering a variety established programs for students seeking to earn undergraduate and graduate degrees. In addition to attracting over \$1.25 billion in research expenditures last year, UF Faculty foster a uniquely collaborative environment that transforms potential into actual results. UF is one of the largest universities in the nation, with more than 60,000 students. A snapshot of the [student body diversity statistics](#) is available online from UF Institutional Planning and Research. [Learn more about the University of Florida and what makes us great.](#)

BENEFITS

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The University of Florida is an equal employment employer and is committed to non-discrimination with respect to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs. We’re committed to attracting, hiring, and retaining top talent by valuing diversity of thought, skill, and experience. As an equal opportunity employer, we believe in fostering environments where team members feel included, valued for their differences, and empowered to do their best work. The University of Florida is a public institution and subject to all requirement under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

GAINESVILLE COMMUNITY

Gainesville and the surrounding community are home to approximately 280,000 people and both the University of Florida and Santa Fe College. Beautiful natural areas, including many spring-fed lakes and rivers, are a boon for outdoor adventurers. Museums, music festivals, and major performing arts institutions round out the community's rich cultural heritage. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). The area has numerous

opportunities for participating in community athletics and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

APPLICATION PROCESS

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by 11:55 pm (EST) on June 4, 2024 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 531494](#). If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.