

Adjunct Catalog Librarian
Adelphi University
Swirbul Library
Garden City, NY

JOB SUMMARY:

The Adelphi University Libraries is seeking an enthusiastic and detailed-oriented Adjunct Catalog Librarian to assist in the daily operations of the Catalog and Metadata Strategies unit on the Garden City campus (Swirbul Library). The position is available immediately; up to 20 hours a week during the hours of 8:00 am to 6:00 pm Monday through Friday.

RESPONSIBILITIES:

- Engaging in original and complex copy cataloging, cataloging for special collections materials, general catalog maintenance, the application of metadata for our institutional repositories (Esploro by Ex Libris), and general assistance to the Catalog and Metadata Strategies Librarian and the Catalog and Metadata Strategies unit.
- Keeping abreast of emerging trends, innovations and best practices affecting library systems, catalogs and metadata standards.
- The Adjunct Catalog Librarian works closely with the Catalog and Metadata Strategies unit staff and the rest of the staff in Technical Services in a collaborative environment to efficiently prepare and distribute materials for student and faculty success.

QUALIFICATIONS:

- MLS/MLIS from an ALA-accredited library science graduate program is required.
- Recent graduates interested in working in a mentoring environment are encouraged to apply.
- Familiarity with bibliographic and metadata standards, schemas, and tools such as RDA, OCLC Connexion, LC Classification, LCSH, Dublin Core, and MARC21 is required.
- Knowledge of integrated library systems and discovery layers, preferably Ex Libris's Alma and Primo, and institutional repositories, preferably Esploro by Ex Libris is preferred.
- Ability to work effectively and collegially with a diverse population of faculty, students and staff is required.

APPLICATION:

- Applicants should submit a cover letter, curriculum vitae, and three references.
- References names, addresses and phone numbers should be sent to: James Cho, Assistant Professor, at <mailto:jcho@adelphi.edu>.
- Applications must be submitted on Adelphi's website only.

ABOUT ADELPHI:

Adelphi University, New York, is a highly awarded, nationally ranked, powerfully connected doctoral research and teaching university dedicated to transforming students' lives through small classes with world-class faculty, hands-on learning and innovative ways to support academic and career success. Adelphi offers exceptional liberal arts and sciences programs and professional training, with particular strength in our Core Four—Arts and Humanities, STEM and Social Sciences, the Business and Education Professions, and Health and Wellness. Recognized as a Best College by U.S. News & World Report, Adelphi is Long Island's oldest private coeducational university, serving more than 8,100 students at its beautiful main campus in Garden City, at learning hubs in Manhattan, the Hudson Valley and Suffolk County, and online. The University offers students more than 50 undergraduate majors and 70 graduate programs in the liberal arts, the sciences and professional training. With powerful partnerships throughout the New York area, more than 115,000 graduates across the country, a growing enrollment of students from 41 states and 58 countries, and rising rankings from top publications and organizations, Adelphi is a dynamic community that plays a leadership role on Long Island and in the region.

To apply, visit <https://apptrkr.com/1846423>