

## **Rare Materials Cataloger (3 year term), Smith College, Northampton MA**

### **Job Summary**

Reporting to the Head of Technical Services for Special Collections and working closely with the Curator of Rare Books, the Rare Books Project Cataloger will create new or copy records for a wide variety of rare and/or unique bibliographic materials in the Mortimer Rare Book Collection, the Sophia Smith Collection, and College Archives. The project cataloger also will improve existing stub records to further facilitate discovery and access. This position may supervise a student worker. This is a limited-term position expected to run for three years from the date of hire and is covered by a collective bargaining unit.

### **Essential Functions**

**Cataloging operations (80%):** Original and copy cataloging of rare books, artists' books, and other bibliographic materials following appropriate local practices and national standards.

Enhance existing MARC records to meet cataloging requirements.

**Project administration (10%):** Attend regular meetings with project stakeholders and periodically submit written progress reports. Periodically present on project progress to Special Collections and Smith College Library Staff.

**Collection management (5%):** Prepare cataloged items for shelving; make recommendations for preservation and conservation needs. Review and update the cataloging manual for Special Collections, including examples and templates, to reflect national best practices and local workflows and procedures.

### **Other project-related duties as assigned (5%)**

#### **MINIMUM REQUIRED Qualifications (education, experience, certifications, licenses, knowledge, skills)**

MLS/MLIS from an ALA-accredited program

1-5 years' experience in rare material and copy cataloging

#### **Knowledge of:**

- Creating original and complex copy metadata for rare materials in OCLC WorldShare with demonstrated experience working with Bibliographic metadata structures, standards, and best practices including DCRM(B) and RDA.
- Reading knowledge of at least one foreign language.

- Ability to identify and describe copy-specific features of a book, including noteworthy provenance.

**Skills:**

- Best practices for handling, housing, and preservation of rare books.
- Attention to detail, strong communication skills, and an ability to organize and prioritize work effectively.
- Ability to work both independently and collaboratively

Further information and to apply visit

[https://smithcollege.wd5.myworkdayjobs.com/en-US/smithcollege/job/Rare-Materials-Project-Cataloguer\\_R-202600199-1](https://smithcollege.wd5.myworkdayjobs.com/en-US/smithcollege/job/Rare-Materials-Project-Cataloguer_R-202600199-1)