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| Position | Cataloger |
| Library/City | Central Mississippi Regional Library System |
| Date Posted | 05/02/2024 |
| Date Expires | Open Until Filled |
| Date Available | |
| Responsibilities | <p>The Cataloger is responsible for cataloging monographic and audio-visual materials. This position oversees the interlibrary loan process for the library system.</p> <p>The cataloger is responsible for the automated bibliographic utility duties; responsible for cataloging on the automated system includes supporting database authority work, changing, correcting and updating the database; responsible for the automated bibliographic utility duties; does descriptive and original cataloging of monographic and audio-visual materials; responsible for all interlibrary loans for the library system; establishes quality control measures in the cataloging operation to assure that results are in accordance with standards and that the vendor-supplied product meets specifications; ensures that the bibliographic indexes to the library's collection can be effectively used by our patrons and staff; cooperates as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</p> |
| Requirements | <p>A bachelor's degree is required with previous work experience. Must be computer literate and must be able to successfully navigate an Integrated Library System. Must possess good communication skills. Must be able to deal effectively with the vendors, the public, and other library employees. Must be able to lift 50 – 60 lbs.</p> |
| Salary & Benefits | <p>The starting salary for this position is \$30,000 yearly with benefits (state retirement plan, state health and life insurance plan, and dental insurance).</p> |
| Contact | <p>Apply: https://cmrls.lib.ms.us/wp-content/uploads/2014/06/Employment-App.pdf Applications are accepted until the position is filled. If you are interested in this position, please email an application, resume, and a cover letter to Mara Polk, Director, at mara@cmrls.lib.ms.us. Applications can be printed here or picked up at any CMRLS location.</p> |
| Location (Library or institution name) | <p>Central Mississippi Regional Library System Brandon, Mississippi</p> |
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Place/Environment