



HEAD OF CATALOGING

The University of North Florida Library in Jacksonville invites applications for Head of Cataloging. The position requires a knowledgeable, energetic candidate grounded in the best practices of the field while at the same time open to creative and innovative methods to enhance and expand intellectual access to the library's collections and other resources. The candidate must be able to develop and manage traditional and non-traditional methods in cataloging and accessing all types of materials. The successful candidate must possess excellent interpersonal communication skills and a strong service orientation. As a member of the library faculty, the successful candidate will also participate in collection development liaison activities, professional development, and service. This is a full time, non-tenure earning faculty position with rank dependent upon experience.

The position reports to the Director of Technical Services; supervises two cataloging librarians and three support staff; performs original and copy cataloging in all formats and all subject areas; serves as a resource on complex cataloging and metadata standards; participates in planning, goal-setting, identifying and resolving problems.

Required qualifications: M.L.S. or its equivalent from an ALA accredited program; minimum of three years professional cataloging experience after the M.L.S.; cataloging experience in an integrated library system using AACR2, MARC, LC classification, subject thesauri, OCLC and metadata.

Desirable qualifications: Supervisory experience in a cataloging unit, experience in an academic library, NACO training and participation, experience with ExLibris Aleph.

Interested applicants must complete the one page online application on OASys at <http://www.unfjobs.org> and must upload all required documents to be considered for this position. Once you finalize your completed application and have submitted the required documents, you will receive a confirmation number. Please keep the confirmation number for this position for your records. If you have questions contact the Search Committee Chair Barbara Tuck at 904-620-1532. Applicants who do not apply online or do not upload all the required documentation will not be considered for this position.

Upload these required documents:

1. Cover letter
2. Current curriculum vitae
3. Contact information for 3 professional references

Position is open until filled. To ensure consideration, applications and required documents must be received by October 15, 2009, when application review will begin.

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