



## Position Description

### Head of Cataloging

**JOB PURPOSE:** Supports the work of Wright Library by providing leadership and supervision of the library's Cataloging Department. Reports to the Director of Collection Services and Assessment. Through the production and management of quality bibliographic data and metadata, contributes to Wright Library's ongoing goal of enhancing access to the library's collections in support of teaching, learning, and research at Princeton Seminary and for the benefit of researchers locally, nationally, and globally.

<b>ESSENTIAL FUNCTIONS:</b>	
<b>Cataloging Workflows</b>	50%
<ul style="list-style-type: none"> <li>• Work with the Director of Collection Services and Assessment to establish annual priorities and project plans in a project-based environment</li> <li>• Provide original, complex, enhanced and copy cataloging of library materials in all formats</li> <li>• Respond to the changing bibliographic metadata landscape with flexibility, creatively meeting the needs of the library through MARC and non-MARC metadata creation and management</li> <li>• Establish a sustainable framework for authority work</li> <li>• Contribute cataloging-related expertise to library-wide projects, including inventory, data-clean up, etc.</li> </ul>	
<b>Departmental Supervision</b>	20%
<ul style="list-style-type: none"> <li>• Manage the daily operations of the Cataloging Department</li> <li>• Supervise and train staff, student workers, interns, and temporary/contract workers</li> <li>• Establish production goals and manage staff progress</li> <li>• Develop the capacity and expertise of staff</li> </ul>	
<b>Standards Compliance and Documentation</b>	15%
<ul style="list-style-type: none"> <li>• Maintain expert knowledge of national and international cataloging rules and standards, including emerging descriptive principles and practices</li> <li>• Identify and implement new techniques, technologies, and tools for cataloging</li> <li>• Establish and document local cataloging policies and workflows</li> <li>• Collect and analyze regular departmental data for reporting</li> </ul>	
<b>Change and Innovation</b>	15%
<ul style="list-style-type: none"> <li>• Prepare the Cataloging Department for the upcoming migration to a new library system, including training, data remediation and workflow redesign; subsequently, maximize system functionality for improved access and increased efficiency.</li> </ul>	

<ul style="list-style-type: none"> <li>• Work with the Director of Collection Services and Assessment to develop innovative and efficient models for the future of theological cataloging</li> <li>• Lead the development of linked data strategies for the library</li> <li>• Stay abreast of emerging trends and developments in the field; analyze potential local application(s), and propose changes/implementation to library administration for consideration</li> </ul>	
Total	100%
<p><b>OTHER FUNCTIONS:</b>  Perform other tasks as assigned. Undertake professional development. Serve as requested on committees. Participate in library-wide initiatives and institutional events.</p>	

**QUALIFICATIONS:**

- ALA-accredited master’s degree in library or information science or at least three years cataloging experience in an academic library
- Expert level knowledge of relevant cataloging, metadata, and encoding standards (e.g. RDA, MARC21, AACR2)
- Familiarity with one or more non-MARC metadata schemas (Dublin Core, Bibliographic Ontology, MODS, etc.)
- Working knowledge of integrated library systems and cooperative cataloging programs and initiatives, including OCLC, NACO and others
- Demonstrated understanding of existing and emerging descriptive principles and practices
- Supervisory experience, including the ability to supervise and train a team of staff and student workers
- Demonstrated ability to work with minimal supervision and to work collaboratively with others
- Ability to communicate effectively: verbally, writing, and listening
- Excellent interpersonal, analytical, organizational, problem-solving, and time management skills

**PREFERRED QUALIFICATIONS AND SKILLS:**

- Advanced degree in theology, religious studies, or related discipline
- Experience with data transformation tools (MarcEdit, OpenRefine, etc.)
- Reading and cataloging ability in a language(s) other than English

**PHYSICAL /ENVIRONMENTAL DEMANDS:**

Ability to work at a computer workstation for extended periods; to physically lift boxes up to 40 lbs.; to shelf and move library material from multi-level shelving units; and to transport carts around the building. This description reflects the essential functions of the position; it does not restrict tasks that may be assigned or changed at any time.