



Position: **Head of Cataloging**
Wright Library

Reports To: Assistant Director for Library Technical Services

Status: Full time, Exempt

Purpose: Provide leadership and operational supervision of the Wright Library's Cataloging Department, ensuring the efficient production, quality control, and management of bibliographic data and metadata. Drive continuous improvement in cataloging workflows and application of standards to enhance discovery, access, and usability of library collections, advancing the teaching, learning, and research mission of Princeton Seminary while supporting scholars locally, nationally, and globally.

ESSENTIAL FUNCTIONS:	
Cataloging Workflows, Standards Compliance, and Documentation	70%
<ul style="list-style-type: none"> • Collaborate with the Assistant Director for Library Technical Services by contributing to the development of annual cataloging priorities and project plans • Provide original, complex, enhanced and copy cataloging of library materials in all formats • Respond to the changing bibliographic metadata landscape with flexibility and creativity; apply current cataloging and metadata standards to meet evolving user needs, including MARC metadata creation and management • Perform and guide authority work to support accurate and consistent access • Maintain expert knowledge of national and international cataloging rules and standards, including emerging descriptive principles and practices • Identify, evaluate and implement appropriate tools, techniques, and technologies to support cataloging, serials, and metadata creation and management • Establish and document local cataloging policies and workflows • Compile and interpret cataloging workflow data for reporting and to inform planning and continuous improvement • Work with the Assistant Director for Library Technical Services by contributing professional expertise to ongoing discussions about the future of cataloging and metadata services, including developments in theological and academic librarianship 	
Departmental Supervision	20%
<ul style="list-style-type: none"> • Manage the daily operations of the Cataloging Department • Supervise and train staff, student workers, interns, and temporary/contract workers • Establish production goals and manage staff progress • Encourage professional growth and the development of cataloging expertise within the department 	

OTHER FUNCTIONS:	10%
<ul style="list-style-type: none"> • Contribute cataloging-related expertise to library-wide projects, including inventory, data-clean up, etc. • Remain current with emerging trends in the field; assess potential local applications and recommend enhancements as appropriate • Perform other tasks as assigned • Undertake professional development • Serve as requested on committees • Participate in library-wide initiatives and institutional events 	
Total	100%

QUALIFICATIONS:

- ALA-accredited master’s degree in library or information science, at least three years cataloging experience in an academic library, or equivalent combination of education and relevant professional cataloging experience
- Reading and cataloging ability in German; other languages a plus
- Demonstrated knowledge of relevant cataloging, metadata, and encoding standards: RDA, MARC21, Library of Congress classification and subject headings
- Experience working with integrated library systems and cooperative cataloging programs and initiatives, including OCLC, NACO and others
- Demonstrated understanding of existing and emerging descriptive principles and practices
- 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:

- Experience supervising, mentoring, training, or coordinating the work of staff or student employees
- Advanced degree in theology, religious studies, or related discipline
- Experience with *Anglo-American Cataloging Rules (2nd ed.)*
- Experience with data transformation tools (e.g., MarcEdit, OpenRefine, etc.)

PHYSICAL/ENVIRONMENTAL DEMANDS:

Ability to work at a computer workstation for extended periods; to physically lift boxes up to 40 lbs.; to shelve 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.

Princeton Theological Seminary reserves the right to amend this position description at any time.