Position Announcement

The Museum of the Bible and Oklahoma Christian University

Temporary Cataloger for a Special Collection

**Catalog Position:**

The Museum of the Bible in partnership with the Beam Library at Oklahoma Christian University is seeking an experienced, temporary Level 2 Cataloger to catalog a special collection of 4,473 monographs in a variety of languages. The position requires the knowledge and skills to independently perform copy cataloging and original cataloging under the supervision of Beam Library’s Head of Technical Services. This position could be part-time or full-time during the length of contract.

**Responsibilities:**

* Capture and Import copy catalog records for the library’s catalog
* Creation of original catalog records for the library’s catalog and OCLC
* Maintains and improves the bibliographic and authority information in the library’s catalog and OCLC
* Evaluate all materials for preservation needs
* Physically process the monographs and/or oversee a student worker to help
* Compliance with operational policies and procedures

**Required Qualifications:**

* Previous cataloging experience including copy cataloging and original cataloging
* Knowledge or previous experience in cataloging foreign language materials
* Knowledge of current library technical services practices
* Experience using MS Windows or Mac computers, Microsoft Word, and Excel
* Ability to work independently

**Preferred Qualifications:**

* Working knowledge of the LC classification and LC subject headings
* Experience using OCLC systems for cataloging
* Working knowledge of cataloging in an integrated library system
* Working knowledge of OCLC Connexion Client, and MARC records;
* Familiarity with national and international standards related to resource description (e.g., AACR2, RDA, or Dublin Core).
* Familiarity with Google mail, Google calendar, and Google drive.

**Salary:** Commensurate with experience.

To apply, please send a cover letter and a resume to:

Tamie Willis, Library Director

Oklahoma Christian University

Box 11000

Oklahoma City, OK 73136-1100