Catalog Librarian (2 positions)

Tulane University Libraries, Tulane University, New Orleans, Louisiana

The Catalog Librarian is responsible for original and complex copy cataloging in all formats and languages with an emphasis on special collections. The incumbent will focus on both original cataloging and upgrades of existing minimal level bibliographic records to full level using national standards and local policies and procedures. The incumbent actively contributes and updates NACO, BIBCO, and CONSER records, and will serve as the Libraries’ liaison to CONSER or NACO. Depending on experience, this position may serve as the primary authority for serials cataloging and oversees holdings guidelines and maintenance, or may be the authority for NACO work, depending on knowledge or experience. Other cataloging projects may be assigned by the Head, Cataloging and Metadata. The librarian will resolve problems from other cataloging staff and participates in metadata quality control activities. The Catalog Librarian is part of the Technical Services Division and reports to the Head, Cataloging and Metadata.

The full position description and application instructions are available at [http://apply.interfolio.com/104944](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapply.interfolio.com%2F104944&data=05%7C01%7Cdcook%40tulane.edu%7Ca234776c14e64d8ce28b08da284fd6aa%7C9de9818325d94b139fc34de5489c1f3b%7C0%7C0%7C637866620621994079%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=SkqmMPowctJoyoW1g6XJsbfmqkR5wsptej0IfKvr51M%3D&reserved=0).

*Tulane & New Orleans Information*

Tulane University is an AAU/Carnegie I/ARL Research Institution located in beautiful uptown New Orleans bordering Audubon Park and the St. Charles Avenue streetcar line (listed on the United States National Register of Historic Places). For more information about Tulane, visit https://library.tulane.edu/about-tulane-university.

Tulane University Libraries consist of four physical locations across two campuses and employ ca. 110 full-time staff and librarians. The libraries serve Tulane’s nine schools and one undergraduate college with over 4.6 million books and physical items; 1.2 million eBooks; nearly 200,000 online journals; 900 databases; and distinctive collections that focus on the many facets of New Orleans’s music, history, and culture. The Libraries also host Open Access journals, online exhibits, and the Tulane University Digital Library. For more information about the Libraries, visit https://library.tulane.edu/about.

*Salary & Benefits*

The anticipated salary range is $58,000-$65,000. Tulane University offers a competitive benefits package that includes relocation assistance, tuition assistance, support for professional development and travel, and competitive health insurance and retirement contributions. Flexible work arrangements are also available. For more details, visit <https://hr.tulane.edu/benefits/benefits>.

*TUL Hiring Statement*

Tulane University Libraries is committed to integrating diversity, equity, inclusion, and accessibility (DEIA) into all aspects of our work and environment. We acknowledge that reaching these DEIA goals will strengthen our institution and allow for new directions in growth. We also acknowledge that we currently have barriers to embedding DEIA in our organization. Work is being done across TUL to investigate and address these barriers, create actionable objectives, and implement programming and structural change. You can learn more about some of those efforts on the TUL Diversity, Equity, and Inclusion Committee page and the Tulane Strategy for Tomorrow website. Tulane University Libraries is committed to building a diverse workplace that welcomes and values all people, and we encourage you to apply if you have transferable skills and experience.