



## Cataloging & Data Librarian

The St. Charles Public Library is seeking a detail-oriented and collaborative Cataloging Librarian to join our team. This position plays a key role in ensuring accurate, accessible, and user-focused bibliographic records across a wide range of formats.

The ideal candidate will bring strong cataloging expertise, a commitment to evolving standards, and the ability to work effectively with colleagues across departments to support discovery and access for our community.

### **ESSENTIAL FUNCTIONS:**

- Performs original and complex copy cataloging across a variety of subjects and formats using OCLC and/or the library's integrated library system; assigns appropriate access points to support subject, series, and author discovery with end-user search behavior in mind; adheres to consortium and national cataloging standards
- Identifies, coordinates, and leads special projects; develops instructions and procedures; evaluates outcomes upon completion; oversees item reclassification, bibliographic record corrections, and database cleanup, including item recalls
- Develops and maintains cataloging policies and procedures; provides staff training in response to evolving cataloging standards; ensures compliance with Library of Congress guidelines and local practices
- Stays current with developments in cataloging and metadata services; participates in professional development activities such as webinars, meetings, and self-directed learning
- Communicates effectively with staff and vendors in person, by email, and by phone; collaborates with Acquisitions and Collection Development staff to resolve ordering, classification, and metadata issues; responds to cataloging inquiries and provides guidance and instruction

### **KNOWLEDGE & SKILLS:**

- Strong knowledge of library science principles, cataloging practices, and public service operations
- Familiarity with Resource Description and Access (RDA), MARC formats, AACR2, and authority control
- Ability to train and instruct staff in cataloging practices and the use of automated library systems
- Knowledge of Dewey Decimal Classification and Library of Congress Subject Headings
- Ability to work effectively and collaboratively with a diverse range of individuals

### **QUALIFICATIONS:**

- Master's degree in Library Science (MLS/MLIS)

- Minimum of three (3) years of professional cataloging experience, or an equivalent combination of education, training, and experience

**BENEFITS:**

- Four (4) weeks of paid vacation, twelve (12) sick days, five (5) personal days, eleven (11) holidays
- Comprehensive benefits package including health, dental, and vision insurance
- Flexible Spending Account (FSA) and Health Savings Account (HSA) options, with employer contributions to HSA
- Retirement savings plan (IMRF) and optional 457b deferred compensation enrollment
- Professional development opportunities and support for continuing education and conference attendance

**SALARY:** \$51,974 minimum, \$69,299 midpoint, \$86,624 maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

**TO APPLY: Submit a cover letter and resume to: [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org),**

**Attention: Brittany Smith, Technical Services Manager**

**Applications are available on our website: <https://www.scpld.org/>**

*The St. Charles Public Library is an Equal Opportunity Employer*