Special Collections Cataloger

This is a non-permanent fixed-term, 12 month appointment.

The Alkek Library at Texas State University is seeking applications for Special Collections Cataloger to catalog the recently acquired Marc Simmons Library. New Mexico historian Marc Simmons’s research library is quite likely the finest personal library of southwestern history and literature in existence. Estimated at some 15,000 volumes, the library contains the definitive print collections on a variety of topics: from Indian cultures and early Spanish settlers to women pioneers, artists and writers of the 20th century, and the Santa Fe Trail. The library contains many rare volumes, including some 400 Spanish-language books on Texas and the Southwest originally published in Mexico and Spain during the 18th and 19th centuries.

Reporting to the Special Collections Cataloging Librarian, this position will catalog the collection utilize RDA, AACR2, or pre-AACR2 cataloging standards and perform any preservation techniques necessary for processed material. The successful candidate is expected to exercise professional initiative, independent judgment, and broad decision-making authority in regards to cataloging.

RESPONSIBILITIES: Perform original and copy cataloging for the Simmons Library in all formats and languages. Perform authority control. Maintain and update local cataloging databases. Perform physical preparation of materials. Work with supervisor to determine appropriate workflows for processing the Collection and establishing and modifying policies and procedures. Communicate with the unit, department, and library regarding the Simmons Collection. Coordinate and/or perform special projects. Participate in department and other staff meetings and perform other duties as needed.

QUALIFICATIONS:

Required: ALA-accredited master’s degree; oral and written communication skills; interpersonal skills including the ability to work effectively in a team environment; problem-solving and decision making skills; knowledge of national standards related to cataloging; knowledge of basic preservation and conservation measures; ability to pay close attention to detail; knowledge of multiple bibliographic systems/software; training and teaching ability; foreign language skills; and ability to work under pressure.

Preferred: Knowledge of Southwestern history and literature; reading knowledge of Spanish.

SALARY AND BENEFITS: Salary: $39,960 - $43,156 commensurate with qualifications. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

BACKGROUND CHECK: Employment with Texas State University is contingent upon the outcome of a criminal history background check. This includes transfers and promotions from within.

The University Library advances the teaching and research mission of the University and supports students, faculty, and other researchers by providing user-centered services, comprehensive and diverse collections, individual and collaborative learning environments, and opportunities to learn, create, and discover. Learn more about the Library through our website at http://www.library.txstate.edu/
Texas State's more than 36,000 students choose from 97 bachelor's, 88 master's and 12 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College and The Graduate College. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

**Application information:**

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University-San Marcos is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.