

**Rare Books Cataloging Librarian
Positions # 252, 253
USC Libraries
University of Southern California**

POSITION SUMMARY

The University of Southern California (USC) Libraries is seeking a contract librarian to catalog rare books in Special Collections. Reporting to the Head, Special Collections, the librarian will catalog materials in various languages and formats, as well as manage a project to process selected rare book collections.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

Founded in 1879, USC is an international center of learning, enrolling more than 33,500 FTE undergraduate, graduate, and professional students on the University Park and the Health Sciences campuses and offering degrees through its College of Letters, Arts, and Sciences, Graduate School, and 17 professional schools. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages the pursuit of knowledge across academic and geographic boundaries. USC ranks in the top 10 among private research universities in the United States in federally funded research and in voluntary support.

For more information, see <http://www.usc.edu>

USC LIBRARIES

The USC Libraries house, in the Doheny Memorial Library and fourteen specialized libraries, collections of over 4,000,000 volumes, more than 6,200,000 microforms, 3,100,000 graphic materials, and nearly 47,500 linear feet of manuscripts and archives. USC Libraries subscribe to over 78,000 serials in print and electronic formats. In addition, the USC Libraries' Digital Archive contains more than 193,000 records and 224,000 content files in various formats. The USC Libraries organization comprises 190 staff and 62 librarians, with a budget of approximately \$40 million. Further information about USC Libraries is available at: <http://www.usc.edu/libraries>.

SPECIAL COLLECTIONS

Special Collections provides access to and preserves archival, historic, and primary source materials in its main areas of strength: Los Angeles regional history; American literature; Lion Feuchtwanger and the German émigré experience; natural history; Iberian, Latin American, and U.S. Hispanics studies, and USC history and the university's intellectual life. The collections consist of over 150,000 volumes of rare books, over 2.5 million photographs, and more than 400 archival collections. Additional information about the Special Collections is available at:

http://www.usc.edu/libraries/locations/special_collections/

RESPONSIBILITIES AND DUTIES

Reporting to the Head, Special Collections, the Rare Books Cataloging Librarian will be responsible for original cataloging of rare books, serials, pamphlets, and ephemera for special collections; supervising student assistants as needed, including keeping the bibliographic access unit up-to-date on trends and changes in rare books cataloging issues; and may assist with other formats as needed.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications: MLS from an ALA-accredited program or non-U.S. equivalent; knowledge of AACR2, LC and Dewey classification, LCSH, MARC formats, online catalog management procedures/techniques; working knowledge of PC workstation applications, OCLC cataloging utilities, and local integrated online library systems (Sirsi Unicorn products preferred); and ability to interact effectively with a diverse campus population, both orally and in writing.

Desirable qualifications: 3 years of post-MLS professional cataloging experience; rare books cataloging experience; knowledge of Descriptive Cataloging of Rare Books; familiarity with new library technologies and trends, as well as non-traditional cataloging standards such as Dublin Core; and working knowledge of one or more foreign languages (Latin, Spanish, Portuguese, and modern European languages preferred).

APPOINTMENT RANK/SALARY

Librarian I (Contract) or Librarian II (Contract): Rank and salary commensurate with experience and qualifications, minimum starting salary \$48,500. Librarians at USC have faculty status.

BENEFITS

This fixed-term, full-time position is on a 12-month contract. Benefits include a choice of University sponsored retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and dependents).

APPLICATION PROCEDURE

Applications must be submitted via electronic mail. Candidates should submit a letter of application, full curriculum vitae (including telephone and e-mail address), and the names, addresses, telephone numbers, and email addresses of at least six references to:

Nannette Edelman, Coordinator

libfacjobs@usc.edu

Subject: Search Committee # 252, 253

USC Libraries

University of Southern California

Closing date for applications: Open until filled.

For more information about this position, contact Melinda Hayes, Chair of the Search Committee, at melindah@usc.edu.

The University of Southern California values diversity and is committed to equal opportunity in employment.

USC is an EO/AA Employer.

3/3/09