

University of Puerto Rico
Río Piedras Campus
Library System

TENURE TRACK CATALOGING LIBRARIAN POSITION ANNOUNCEMENT

The Library System of the Río Piedras Campus, University of Puerto Rico, is interested in recruiting candidates for a tenure track position as Librarian for Cataloging Puerto Rican Information Resources, effective on January 2, 2023.

Requirements:

- Master's Degree in Library Sciences or Information Science from an American Library Association (ALA) accredited program
- Recent experience working for academic libraries as a cataloger of original resources in a variety of formats, preferably three (3) years or more
- Proven experience in the use of MARC 21, RDA and AACR2 Format
- Experience using cataloging tools and automated library systems (preferably using OCLC Connexion, OCLC Worldshare, and Horizon cataloging module)
- Proficiency and experience using Library of Congress (LCSH) subject headings
- Proficiency and experience in the management of the Dewey Decimal Classification System and WebDewey
- Knowledge of the Library of Congress (LC) Classification System
- Experience performing name authority work (preferably working with authorities to be included in the Name Authority Cooperative Program (NACO/LC) database)
- Proficiency in oral and written communication in Spanish and English
- Ability to offer service and work remotely,
- Ability for research or creative work
- Ability to work collaboratively and independently
- Availability to work nights, Saturdays, Sundays and holidays, face-to-face and remotely, according to institutional needs
- Willingness to seek external funds
- Publications

Responsibilities:

- Perform original and complex copy cataloging of Puerto Rican information resources in all formats and resources of other collections, when required.
- Research and analyze data to establish authorities of personal and corporate authors.
- Create Authority Records for LC-NACO - Name Authority Cooperative Program.
- Collaborate with the quality control of the metadata of the Institutional Repository.
- Clarify doubts and advice on the solution of cataloging problems and access to information.
- Maintain up-to-date knowledge on emerging trends in cataloging, identity management and authority metadata, including linked data, BIBFRAME and semantic web development.

- Participate in the strategic planning of the section by developing, documenting and implementing policies, updating cataloging and authority control procedures and workflows with the RDA regulations.
- Submit a comprehensive academic development plan in the area of their specialty according to the general responsibilities and duties of library teaching staff and demonstrate compliance. The plan must be in harmony with the provisions of articles 63 and 64 of the General Bylaws of the University of Puerto Rico.
- Collaborate with virtual reference services and development of information skills.
- Perform other responsibilities required of teaching librarians.

Required documents:


- Letter of intent expressing how your experiences and knowledge qualify you for the position
- Updated Curriculum Vitae
- Official academic credentials of all university degrees
- Evidence of professional experience, continuing education and/or projects creation
- Three recent letters of recommendation from people who know your professional performance in information units or libraries.

Deadline for receiving documents: October 2, 2022

Send documents to the Personnel Committee at the following email address: sistema.bibliotecas@upr.edu

Please include in the subject of the email: Call for Librarian Cataloger.

People who wish to be considered for both tenure track announcements of the Library System: 1) Librarian at the Puerto Rican Library and Newspaper Collection (Hemeroteca); and, 2) Librarian for Cataloging Puerto Rican Information Resources, **must submit a letter of intent for each announcement.**


 Nivia A. Fernández Hernández, Ed.D.
 Acting Dean of Academic Affairs
 Río Piedras Campus
 Date: 30 de agosto de 2022