Job ad: Library Project Cataloger

Serving libraries for over 30 years, Blackstone Audio, Inc., a well-established publishing company based in Ashland, Oregon, is seeking a Library Project Cataloger. Responsibilities will include categorizing and classifying library materials, including books, CDs, or other documents, and creating and managing our MARC records to better serve our library customers.

Other responsibilities:

- Follow library standards and guidelines when classifying documents.
- Create brief and full MARC records, and customize records to libraries' needs.
- Communicate with libraries regarding any requests.
- Ensure all material can be retrieved conveniently by our library customers using standardized methods.
- Perform original and copy cataloging and adapt online records per guidelines in all subject areas and languages.
- Input details about new material into internal databases, and adjust cataloging rules as needed to accommodate new material.
- Consult with colleagues on improving cataloging processes.
- Determine appropriate treatments for series or multipart items.
- Handle large backlogs of material and organize material per highest priority.

Requirements:

- MLS (or equivalent) degree from an ALA-accredited institution, completed or in-progress.
- Working knowledge of standard bibliographic and other reference tools.
- Familiarity with MARC format and cataloging rules, including RDA, AACR2, LCSH, and LCC.
- Understanding of Anglo-American Cataloging Rules, Library of Congress subject heading policies, Dewey Decimal Classification, Arabic subject headings, MARC21, etc.
- 1 - 3 years of experience cataloging audio materials is preferred.
- Experience with integrated library systems is preferred.
- Experience with OCLC and Connexion client is preferred.
- Ability to work independently and as part of a team.
- Ability to multi-task and prioritize tasks.
- Accurate and timely follow up and responsiveness.
- Exceptional attention to detail.

This position is full time, and offers competitive pay commensurate with experience, plus comprehensive benefits and 401K. This position can be based out of our Ashland, Oregon, headquarters or in our satellite office in Portland Oregon. We will consider remote work for the right candidate. Please submit resumes by email to HR@blackstoneaudio.com.