Special Collections Cataloger

The Special Collections Cataloger provides original and complex cataloging of special collections materials in all formats and languages with a focus on pre-1800 materials. Serves as the expert cataloger for materials requiring Descriptive Cataloging of Rare Material (DCRM) or a similar level of detailed description appropriate for early printed works, manuscripts, and unique special collections material. Develops and implements plans for cataloging incoming and backlog collections. Trains and directs activities of other staff and student assistants contributing to cataloging of special collections materials.

Reporting to the Head of Bibliographic Initiatives, the Special Collections Cataloger collaborates with colleagues across units and program areas to ensure that locally owned collections of distinction are accessible and discoverable. Works closely with other members of the Acquisitions and Discovery department, particularly with staff in the Archival Technical Services unit. Collaborates with curators and related staff in the Special Collections & Area Studies Division, particularly those associated with Thompson Special Collections and the Billy Ireland Cartoon Library and Museum.

Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of Bibliographic Initiatives. All other duties as assigned.

Responsibilities

- Performs original and complex cataloging of special collections materials in all formats and languages with a focus on pre-1800 materials.
- Applies Descriptive Cataloging of Rare Material (DCRM) or a similar level of detailed description for early printed works, manuscripts, and unique special collections material.
- Develops and implements workflows, policies, and procedures to efficiently and effectively catalog incoming and backlog special collections materials.
- Serves as a resource for special collections cataloging questions for curators and other University Libraries staff.
- Supervises Special Collections Cataloging Specialist.
- Trains and directs activities of other staff and student assistants contributing to the cataloging of special collections materials.

Required Qualifications:
An ALA-accredited master’s degree or a comparable graduate degree from a non-US university (reviewed on a case-by-case basis).

At least four years of experience with cataloging of library materials, including expertise in standards used for library cataloging including MARC and RDA.

At least two years of experience with Descriptive Cataloging for Rare Materials (DCRM), manuscripts cataloging, and/or descriptive bibliography.

Strong communication skills and attention to detail.

Ability to build and cultivate essential partnerships with key stakeholders to promote organizational goals.

Ability to work both independently and collaboratively across the organization.

Ability to engage in professional development and research, including involvement in professional organizations.

**Desired Qualifications:**

- Reading ability in one or more non-English languages, preferably Latin.
- Experience with creation and updating of authority records in the National Authority File.
- Supervisory experience

**Discover Ohio State**

For over 150 years, The Ohio State University's campus in Columbus has been the stage for academic achievement and a laboratory for innovation. The university's main campus is one of America's largest and most comprehensive. As Ohio's best and one of the nation's top-20 public universities, Ohio State also includes a top-rated academic medical center and a premier cancer hospital and research center. As a land-grant university, Ohio State has a physical presence throughout the state, with campuses and research centers located around Ohio.

**About The Ohio State University Libraries**

The Libraries promotes innovative research and creative expression, advances effective teaching, curates and preserves information essential for scholarship and learning at Ohio State, and shares knowledge and culture with the people of Ohio, the nation, and the world. Libraries faculty and staff live these values in all that we do: Discovery, Connection, Equity, Integrity, and Stewardship. Learn about our strategic directions here [https://library.osu.edu/strategic-directions](https://library.osu.edu/strategic-directions).

The Libraries’ greatest resource is our faculty and staff. Their expertise produces value beyond the collections and their commitment to continual improvement and innovation is one of the most significant ways the Libraries meets the diverse and evolving information needs of university students, faculty, and staff, alongside scholars throughout Ohio and the world.

As a global leader, the Libraries is actively engaged in local, statewide, national, and international initiatives to help shape the future of academic research libraries. These activities and the innovations that result enhance our ability to acquire, manage, and preserve emerging information resources, support knowledge creation, and enable its effective transmission to future learners. Information about the Libraries is available at [https://library.osu.edu](https://library.osu.edu).
The Libraries strives to provide welcoming, supportive environments for all to pursue and share knowledge. The Libraries is guided by our strategic priorities that facilitate, celebrate and honor diversity, inclusion, access and social justice. All positions are expected to contribute to building and advancing this environment, and we encourage candidates to apply who share these values.

**Appointment**
This is a full-time, regular, 12-month appointment as a tenure-track faculty member. The candidate will be required to meet university and Libraries requirements for promotion and tenure. Faculty rank at either Assistant Professor, Associate Professor, or Professor are dependent on qualifications and experience.

The Ohio State University believes in diversity in people and ideas. What Ohio State does matters. And how we do it matters. When we are at our best, we make a real difference to people. We believe that the university should be a place where people can work and learn together in a safe environment, free of violence, harassment, discrimination, exploitation, and intimidation. As such, finalists for any faculty position that carries tenure must sign an authorization and disclosure form, which will allow current or prior employer(s) to share information to the University regarding any findings of employment-related misconduct or disciplinary proceedings against a candidate and/or any pending investigations related to alleged misconduct. Such information shall include findings and pending investigations with respect to sexual harassment, violence, or harassment; research misconduct; financial fraud or misconduct; foreign influence violations, grant misuse or misconduct; and/or any other type of finding or pending investigation relating to a candidate’s employer’s policies and rules governing faculty conduct that may reasonably be expected to affect a candidate’s appointment. If the University becomes aware of any past finding of misconduct or pending investigations that were not disclosed, Ohio State will treat that as a serious omission and reserves the right to rescind an offer or terminate employment.

**Salary**
$68,000 to $75,000; annual salary negotiable.

**Benefits**
The university offers competitive benefits in the form of 22 days' vacation, 15 days' sick leave, 10 holidays, hospitalization, major medical, surgical-medical, dental, vision, long-term disability insurance, and life insurance at 2.5 times one’s annual salary. State and alternative retirement choices are also available. For a summary of benefits, see: https://hr.osu.edu/new-employees/benefits-overview.

**Application**

*All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio*
State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.