



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,300 students from more than 120 universities and colleges across the country.

Catalog Librarian Law Library – Technical Services

Full Time - Temporary

Hourly Rate: \$33.06

Posting Date: March 3, 2010

THE ROLE

Under the supervision of and reporting to the Technical Services Librarian, the temporary Catalog Librarian will be responsible for the cataloging and classification of legal resources in all formats.

RESPONSIBILITIES

- Performs detailed, specialized work of copy and original cataloging of all formats of library materials; expected to use acquired specialized knowledge and skills in performance of library work.
- Identifies and corrects errors in catalog database.
- Recommends standard operating procedures for cataloging practice.
- Performs other related duties and responsibilities that may be assigned

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Master's Degree in Library Science from an American Library Association accredited program is preferred.
- Minimum of 3 years experience of active cataloging of monographs, serials, and alternate format materials such as microform and electronic titles is preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of AACR2, Library of Congress Subject Headings, MARC 21 format, and OCLC catalog records
- Understanding of current trends in cataloging, including FRBR and RDA.

THE HIRING PROCESS

To apply, you must complete and submit an official employment application form. ***Failure to provide complete information as required on the application form shall immediately disqualify an applicant from employment consideration.***

Please download the required Staff Employment Application from our website at

<http://www.uchastings.edu/jobforms> or contact the UC Hastings Human Resources Department. ***Mail the application, including a cover letter and a detailed resume,*** to UC Hastings College of the Law, Human Resources Department, 200 McAllister Street, San Francisco, CA 94102 or apply in person at 198 McAllister Street, Room 106, San Francisco. You may also phone us at (415) 565-4703 or fax your application, cover letter and resume to (415) 565-4810.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**