



**Rare Books Cataloging Librarian**  
Library Collections Services  
Moody Memorial Library

Baylor University invites applications for an Academic Professional faculty position within the University Libraries.

**The person we want to hire**

The Baylor University Libraries seek a creative, collegial, and collaborative librarian to join our Cataloging & Metadata team. First and foremost, the person we want to hire must be passionate about cataloging and understands how this vocation underpins the research and scholarly discovery activities that occur in academic research library settings. Ideally this person will have expertise in rare books cataloging and extensive familiarity with effective descriptive practices for antiquaria and other unique materials frequently found in library special collections.

***Highlighted Responsibilities:***

- Perform original and complex copy cataloging of rare materials in all physical formats, ephemera, and collection-level records for all libraries and collections within the University Libraries. May assist with other formats as needed
- Collaborate with Metadata and Catalog Librarian to create, review, and edit metadata for the Library's unique materials, including rare books, artists' books, serials, maps, graphics, realia, publications by the university and its faculty, and web-based materials in multiple languages, formats, and time periods, according to national and local standards for rare materials description
- Provide documentation, training, and guidance to cataloging staff performing special collections cataloging
- Work in close collaboration with other stakeholders to establish cataloging priorities for special collections materials, and to establish priorities for processing collections in the backlog, including determining appropriate levels of treatment for groups of materials

Qualified candidates will possess a **Master's degree from an ALA-accredited program (well-qualified candidates receiving the degree by May 31, 2018 will also be considered)**. This person must also have experience with RDA, AACR2, LC classification, LCSH, MARC formats, and online cataloging management techniques as well as familiarity with some metadata standards such as Dublin Core. For a full list of requirements and more details about the position, please visit <https://jobs.baylor.edu/postings/3461> .

## **Who we are**

Baylor University is a private Christian university and a nationally ranked research institution, consistently listed with highest honors among *The Chronicle of Higher Education's* "Great Colleges to Work For." Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continually operating university in Texas. The university provides a vibrant campus community for over 15,000 students from all 50 states and more than 80 countries by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Baylor is actively recruiting new faculty with a strong commitment to the classroom and an equally strong commitment to discovering new knowledge as we pursue our bold vision, *Pro Futuris*. ([baylor.edu/profuturis/](http://baylor.edu/profuturis/)).

To learn more about the Baylor University Libraries and Baylor University, please visit us online at [baylor.edu/lib](http://baylor.edu/lib) and [baylor.edu](http://baylor.edu). We are located in Waco, Texas, a city recently named to TripAdvisor's 2018 Top Destinations on the Rise in the USA. To learn more about the Waco community, please visit any of the following websites:

<https://wacoheartoftexas.com/>

<http://www.waco-texas.com/about.asp>

<http://wacochamber.com/community/about-waco/>

## **Procedure**

To apply, please submit a letter of application and a résumé or current curriculum vitae via email to Kenneth L. Carriveau, Jr., Chair, Rare Books Cataloging Librarian Search Committee, at [Kenneth\\_Carriveau@baylor.edu](mailto:Kenneth_Carriveau@baylor.edu). Review of completed applications will begin by April 30, 2018. Start date is negotiable but preferred no later than August 1, 2018. Salary is commensurate with experience and qualifications.

*Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion as a selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.*