

**WE ARE NEW YORK'S LAW SCHOOL**

Cataloging and Electronic Resources Librarian

New York Law School (NYLS), located in the heart of Tribeca, seeks a Cataloging and Electronic Resources Librarian (Librarian). The Librarian will primarily perform copy cataloging of monographs, serials, electronic resources, microforms, and audiovisual materials. They will also download, edit, update, and maintain quality control of records in the Koha Integrated Library System (ILS). In addition, the Librarian will manage description and accessibility of electronic resources through bibliographic utilities and vendors' platforms. This position will serve as the contact for the Online Computer Library Center (OCLC), Serials Solutions, Koha (ByWater Solutions), and other bibliographic data networks and providers.

Responsibilities

Administering the Cataloging Department

- Download and edit original bibliographic records from the OCLC database and encode and download records into the Library's online catalog in accordance with national standards and local cataloging policies and procedures
- Search bibliographic databases for complex titles and coordinate description and accessibility through the Library's online catalog, Serials Solutions, Mendik Matters, and other utilities
- Edit and update all cataloging records; ensure quality control of these records
- Maintain accurate and comprehensive statistics of print and electronic acquisitions, withdrawals, and usage, and produce periodic statistical reports
- Perform occasional original cataloging of monographs, serials, electronic resources, microforms, and audiovisual materials for titles not available in the OCLC database
- Serve as liaison to the OCLC network, Serials Solutions, and other library resource description vendors

Managing Accessibility for Subscription Electronic Databases

- Implement and maintain access to the Library's electronic resources
- Work with the department's professional staff and vendor representatives to resolve complex access problems with subscription databases
- Identify mechanisms for obtaining usage statistics for electronic resources, compile and monitor them, and produce reports
- Review and monitor new electronic databases and services, and initiate acquisition suggestions for new electronic services
- Support the initiatives of various library committees working to make electronic resources more accessible
- Develop and implement policies and procedures that reflect the current best practices in cataloging

Administering Koha, the Integrated Library System

- Work with the department's professional staff as principal contact person for Koha's suite of cataloging services
- Ensure appropriate back-up of records and database changes on a daily and weekly basis

Requirements and Preferred Qualifications

- MLS (or equivalent) degree required from an ALA-accredited library school (or current enrollment in an MLS (or equivalent) degree program at an ALA-accredited library school); minimum one year cataloging or related experience preferred
- Experience with library systems and knowledge of standards and trends in the field
- Knowledge of Anglo-American Cataloging Rules, Second Ed., RDA and Machine-Readable Cataloging (MARC) formatting rules
- Experience in cataloging and deploying a variety of electronic resources
- Must be able to search, edit, and create records on OCLC and on an ILS
- Experience with integrated library systems, bibliographic utilities, and platforms for electronic resource access
- Strong knowledge of and experience with Microsoft Office tools
- Superior written and oral communication skills
- Excellent interpersonal skills and a high level of professionalism, with an ability to work both independently and collaboratively
- Sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community

Compensation and Benefits

This position offers an annual salary range of \$70,000 to \$80,000. Compensation includes a competitive benefits package.

How to Apply

Please send a résumé and cover letter, including salary requirements, to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 20,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.