

\$48,347 / year + [Full-Time County Benefits](#).

Williamsburg Regional Library (WRL) is a nationally recognized four-star rated library by Library Journal. WRL serves residents of the Historic Triangle of Virginia including the City of Williamsburg, James City County and York County with outstanding, quality, and innovative library services. We are looking for an engaging and forward-thinking individual to act as the functional expert for cataloging practices in the Technical Services Department. Duties include coordinating catalog and database maintenance as well as authority control; cataloging and processing materials and resources; and researching, implementing, and evaluating comprehensive programs and technological advancements to update and modernize technical services procedures.

The Technical Services Librarian works in support of Williamsburg Regional Library's Strategic Plan and all other official institutional directives. WRL offers a collaborative and collegial workplace with an emphasis on always adapting to meet the changing needs of our users. The library is committed to cultivating an inclusive environment and strongly encourages people from all backgrounds to apply for this opportunity.

Responsibilities:

- Organizes Technical Services activities in at least one of the following areas: cataloging, acquisitions, serials administration and authority record control.
- Researches, implements and evaluates comprehensive programs and technological advancements to update and modernize technical services procedures that include bibliographic control and integrated library systems (ILS).
- Dependent on area assigned:
 - Searches and claims bibliographic records on the shared cataloging database (OCLC) for entry into the local system; creates bibliographic records as necessary; edits bibliographic records; assigns Library of Congress (LC) subject headings and call numbers.
 - Coordinates materials purchasing, including placing orders using appropriate funding stream; manages and tracks budgets.
 - Edits and verifies holdings information including call number, collection code, item type and list price for each; resolves complex cataloging problems by applying knowledge of cataloging rules and their interpretations to maintain MARC standards, local practices and requirements for subject cataloging and Dewey Decimal classification; applies specialized knowledge to catalog a variety of formats including serials, electronic resources, government documents and audiovisual materials; assists in processing materials.
 - Coordinates database maintenance and authority control, including outsourcing of authority control and resolving complex problems with authority control; maintain accurate authority headings in the public access catalog, using LC online authority file.
- Participates in library-wide committees or projects.

Requirements:

- Requires a Master's degree in Library Science from an ALA accredited library school; some library work experience preferred.
- Must possess reliable transportation to work site(s).

- Knowledge of cataloging principles, local call number schemes, automated bibliographic and holdings records, online searching in bibliographic or acquisition databases; integrated library systems; personal computer use and data entry; and vendor relations and collections.
- Skill in use of computer software including Microsoft Office Suite; SQL experience preferred; experience with RDA Toolkit, MARCedit and other cataloging tools preferred.
- Ability to perform accurate and efficient data entry; maintain records in a standard, orderly, systematic fashion; use time effectively, and work independently; communicate well with supervisor, staff and the public, including vendors and donors; work with enthusiasm and initiative.

[Click here for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.](#)