## Serials and Cataloging Specialist

### Position Details

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Number</strong></td>
</tr>
<tr>
<td><strong>Quick Link for Posting</strong></td>
</tr>
<tr>
<td><strong>Working Title</strong></td>
</tr>
<tr>
<td><strong>Position Number</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
</tbody>
</table>

### About the University

Founded in 1871 as a land grant institution, the University of Arkansas is classified by the Carnegie Foundation among the top two percent of universities in the nation with the highest level of research activity. Ten colleges and schools serve more than 26,700 students with more than 200 academic programs. University of Arkansas students earn nationally competitive awards at an impressive rate and represent 50 states and more than 120 countries.

Located in the stunning Ozark Mountains of Northwest Arkansas, Fayetteville is home to the University of Arkansas campus, known for its spectacular views and ample green spaces. Fayetteville is considered one of the country’s finest college towns, and the surrounding northwest Arkansas region is regularly ranked one of the best places to live in the U.S. Some of the nation’s best outdoor amenities and most spectacular hiking trails are within a short drive of campus.

As an employer, the University of Arkansas offers a vibrant work environment and a workplace culture that promotes a healthy work-life balance. The benefits package includes university contributions to health, dental, life and disability insurance, tuition waivers for employees and their families, 12 official holidays, immediate leave accrual, and a choice of retirement programs with university contributions ranging from 5 to 14% of employee salary.

### About the College/Department

The University Libraries system is comprised of David W. Mullins (main) Library, the Physics Library, the Chemistry and Biochemistry Library, the Fine Arts Library, and the Robert A. and Vivian Young Law Library. Combined holdings number over 2 million volumes. The libraries participate in the Greater Western Library Alliance, the Center for Research Libraries, and other state and national consortia. Library personnel (FTE) include 59 faculty and professional staff, 67 support staff, and 27 student assistants.

### Department Home Page

[http://libraries.uark.edu/](http://libraries.uark.edu/)

### Job Type

Staff

### Summary of Job Duties

The Serials and Cataloging Specialist will perform the following duties:

- Perform Quality Control / Access Audits for electronic holdings
- Monitor online, analyzed titles; for Arkansas Collections or Special Collections titles, review URL checker results for accuracy
- Assist with maintaining validity of online bibliographic and check-in records
- Monitor eserials email
- Provide information and report problems and variations to Library Supervisor
- Recognize and report claims needed
- Perform copy cataloging
- Perform database maintenance tasks: transfer titles and volumes, withdraw titles and volumes, perform item record cleanup, and process dropped serial titles, bibliographic record change requests, and added volumes and copies
- Revise and create Library Has holdings notes and OCLC local holdings records
- Use URL Checker to verify the links for freely available internet resources and make corrections as needed
- Report on URL changes
- Complete special projects to correct or enhance bibliographic records and item records assigned by the Serials Librarian

### Minimum Qualifications
Please ensure that all relevant application materials include details addressing the minimum qualifications. Applicants not meeting the minimum qualifications will be disqualified from consideration.

<table>
<thead>
<tr>
<th>Does this job require any license(s)/certification(s)?</th>
<th>No</th>
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</thead>
</table>
| Preferred Qualifications                              | - Bachelor’s degree or four years of experience in a library environment or a related field  
- Relevant library experience especially experience with serials, cataloging, or records maintenance  
- Innovative/Millennium/Sierra or comparable library software experience and OCLC experience |
| Knowledge, Skills and Abilities (KSAs)                | - Demonstrated attention to detail and excellent communication, organizational, and interpersonal skills  
- Good keyboarding skills  
- Good judgment and independent decision making skills  
- Experience with Internet navigation and Microsoft Outlook, Excel, and Word or comparable software and ability to utilize new technology |
| Physical activities associated with this position     | For questions regarding reasonable accommodations please contact the Office of Equal Opportunity and Compliance 479-575-4019.  
**Occasionally:**  
- Lifting  
- Pushing  
- Sharps  
- Standing  
- Stooping  
- Walking  
**Frequently:**  
- Manipulate items with fingers, including keyboarding  
- Grasping  
- Hearing  
- Reaching  
- Repetitive motion  
- Sitting  
- Talking  
_The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes._ |
| Physical Conditions                                   | None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). |
| Work Schedule                                         | Monday - Friday 8:00 a.m. - 4:30 p.m. |
| Overtime Eligible                                    | Yes |
| Is this position weather/event essential?             | No |
| _If yes, the employee in this position will report to work at the scheduled time when the University is closed due to inclement conditions._ | |
| Work Location/Building                                | Fayetteville Campus - Mullins Library, Serials / Cataloging |
Benefits Eligible | Yes
Appointment Percent | 100
Salary | $24,065
Pay Grade Level | C111
Does this Position require a Motor Vehicle Reports Check? | No
Does this position require a background check? | No
If yes, please specify
Does this position require a substance abuse test? | No
Pre-employment Screening Requirements

Posting Detail Information
Future Open Date | 02/10/2016
Close Date | 02/24/2016
Open Until Filled | No
Anticipated Start Date
Anticipated End Date (for temporary appointments)
Recruitment Contact Information
Kathy Riggle
Library Human Resources Manager
University of Arkansas Libraries
365 N. McIlroy Avenue
Fayetteville, AR 72701-4002
Phone: (479) 575-3080
Fax: (479) 575-4623
Email: libhrofc@uark.edu
All application materials must be uploaded to the U of A’s employment system at jobs.uark.edu. Please do not send to listed recruitment contact.

Special Instructions Summary
Hiring Location | 222 Administration Building Fayetteville, AR 72701.
Internal Posting | No

Supplemental Questions
Required fields are indicated with an asterisk (*).

1. * What is your highest level of education?
   - Less than high school diploma or equivalent
   - High School graduate or equivalent
   - Some college
   - 1 year of college
   - 2 years of college
2. * How many years of library experience do you have?
   - No experience
   - Less than one year
   - At least one year, but less than two
   - At least two years, but less than three
   - At least three years, but less than four
   - Four years or more

3. * Please describe your library experience, including serials, cataloging, and records maintenance. Please indicate your years of experience and number of hours worked per week.
   (Open Ended Question)

4. * Please describe your experience using Innovative Interfaces/Millennium/Sierra or a comparable library software.
   (Open Ended Question)

5. * Please describe your experience using OCLC.
   (Open Ended Question)

6. * Please describe your experience with Internet navigation and Microsoft Outlook, Excel, and Word or comparable software.
   (Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**

1. Resume
2. Cover Letter/Letter of Application
3. Proof of Veterans Status