

This full-time, three month temporary position is in the Technical Services Department of the University Library at California State University, Sacramento. The position reports directly to the department head and works collegially with a number of staff and librarians in the department and in other Library departments. Starting date: February 22, 2017. End date: May 22, 2017 with the possibility of an extension.

General Job duties:

- Performs elementary descriptive cataloging using automated bibliographic database.
- Performs bibliographic and holdings maintenance.
- Prepares book orders, verifies book deliveries against invoices and maintains records of book acquisitions.
- Performs a variety of library clerical tasks, as assigned.

Required Qualifications:

- Good knowledge of basic library methods, techniques and procedures.
- Good knowledge of standard office and library computing programs.
- Good knowledge of automated systems as they apply to book processing.
- Excellent oral and written communication.
- Considerable ability to understand and follow written and oral instructions.
- Ability to fully utilize standard and non-standard features of various online resources and standard desktop software packages, such as Microsoft Office, to perform technical work
- Demonstrated ability to work as an effective team member in a cooperative environment.
- Work requires attention to detail and high accuracy.

Preferred Qualifications:

- Knowledge of library department policies and bibliographic practices
- Knowledge of AACR2/RDA descriptive cataloging rules.
- Knowledge of MARC21 Format for Bibliographic Data; Library of Congress, Dewey, and Superintendent of Documents classification schemes.
- Knowledge of Library of Congress name and subject headings (LCNA/LCSH).
- Ability to work with online tools such as Cataloger's Desktop and Classification Web.
- Thorough knowledge of OCLC. Knowledge of Dublin Core metadata standards.
- Knowledge of Ex Libris' Alma management system and Primo discovery tool.
- Copy cataloging experience.
- Bibliographic database maintenance experience.
- OCLC Connexion Client experience.
- Bibliographic knowledge of or reading ability in one or more foreign languages.
- Library Technician certificate (2 year program).
- Baccalaureate college degree.

How to apply:

Applications must be received by February 12, 2017 to be considered for this position. A background check will be required.

Please complete the "Temporary Staff Application Form" found on the CSUS Human Resources Website at the following link:

[http://www.csus.edu/hr/docs/staff\\_docs/temporary%20staff%20application%20form\\_new.pdf](http://www.csus.edu/hr/docs/staff_docs/temporary%20staff%20application%20form_new.pdf)

**Send your completed application, along with a current resume, cover letter, and 3 professional references to:**

Library Administration  
University Library  
California State University, Sacramento  
[judziewicz@csus.edu](mailto:judziewicz@csus.edu)

