



Technical Services Specialist

Purpose:

Catalogs and classifies materials acquired by the Seminary Library to make them accessible to Library users, facilitates Library acquisitions and the alumni Extension mailing program, oversees interlibrary loan transactions as needed, manages complex stack maintenance, ensures full user access during the reclassification project, curates monthly children's book displays, manages the workload of student workers, and performs other duties as assigned by the Technical Services Librarian.

Responsibilities and Duties:

- Performs complex original and copy cataloging of library materials according to current standards and rules to ensure that library patrons and staff can locate materials efficiently.
- Performs complex original and copy re-classification of Library materials from the Pettee classification system to the Library of Congress classification system.
- Determines appropriate treatments for series or multipart items.
- Responds to cataloging-related inquiries or problems.
- Facilitates library acquisitions, including:
 - Bringing packages and boxes from mail area to office daily
 - Assisting with pre-order bibliographic searches
 - Replacing lost print and non-print items, which includes:
 - Identifying and contacting vendors or publishers
 - Contacting vendors to resolve problems with shipments
 - Maintaining continuity in standing orders
 - Receiving and checking in all print and non-print materials
- Tracks missing serials each month and communicates with vendors; cross-trains in serials management as needed.
- Manages interlibrary loan transactions on an as-needed basis.
- Oversees complex stack management, ensuring materials are properly shelved, organized, and accessible to users.
- Ensures the reclassification project maintains full user access to library materials throughout its implementation.
- Designs and maintains monthly children's book displays.
- Cross-trains in receiving bindery orders.
- Manages the workload of student workers, ensuring tasks are appropriately assigned and completed efficiently.
- Attends continuing education sessions/events to remain current in the field.
- Other duties as assigned.

Required Knowledge and Skills:

- Coursework in cataloging and classification or relevant experience. MLIS/MLS preferred.
- In-depth knowledge of OCLC, USMARC, RDA, LCSH, DDC, AACR2, bibliographic formats and standards, and authority files.
- Proficiency using Microsoft Windows, the Microsoft Office Suite, and specialized library software to perform work-related tasks.
- Must be exceptionally detail oriented.
- Willingness to decipher titles in other foreign languages (primarily German, French, and Spanish) with the use of dictionaries.
- Ability to organize work and be self-directed.
- Background knowledge in religious studies.
- Ability to lift, carry, and position books and other materials weighing up to 25 pounds and to move loaded book trucks.

Working Conditions and Benefits:

This is a full-time job of 37 ½ hours on the Richmond Campus and may require some weekend and evening hours. Hours are generally 8:30 a.m. to 5:00 p.m. Full-time support staff benefits.

Status: Non-Exempt (eligible for overtime pay)

Letters of application, including a resume/CV and the names and contact information of three references, should be emailed to Tamora Droppa, Administrative Assistant (tamora.droppa@upsem.edu). Review of applications will begin immediately and continue until the position is filled.