

## Indiana Historical Society

### Job Description

December 2021



<b>JOB TITLE:</b>	Cataloger
<b>DEPARTMENT:</b>	Archives & Library, Collections Management
<b>REPORTING RELATIONSHIP:</b>	Director, Collections Management
<b>EMPLOYEES SUPERVISED:</b>	Interns and volunteers as needed
<b>FULL/PART TIME:</b>	Full Time
<b>FLSA STATUS:</b>	Exempt

### POSITION PURPOSE:

This position is responsible for administering the Indiana Historical Society's integrated library catalog system and for performing essential cataloging activities that comprise the entire cycle of acquisition, accessioning, processing, cataloging, preservation, and use of archival and library collections.

### ESSENTIAL FUNCTIONS:

1. Perform original and copy cataloging, based on current standards, of all formats of library materials to facilitate their identification, access, and use
2. Develop and implement training for internal and external users of the library's automated system.
3. Maintain integrity of the library system by defining cataloging and classification policies and procedures
4. Supervise OCLC operations
5. Make additions and changes to the Archives and Library web pages
6. Fulfill ordering of printed acquisitions requested or needed for the Archives and Library
7. Assist with general reference duties of the William Henry Smith Memorial Library
8. Perform other duties as assigned.

### ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Working knowledge of the principles and procedures of professional library work
2. Demonstrated knowledge of using OCLC and/or other national online bibliographic utilities, including experience assigning Library of Congress classification numbers
3. General knowledge of standard archival processing and cataloging practices and principles under the Library of Congress Classification System.
4. Knowledge of ethical and copyright issues as they relate to historical research collections.
5. Excellent computer skills
6. Excellent communication skills, both verbal and written, for working with diverse audiences.

### PHYSICAL REQUIREMENTS:

Physical Movement – Stooping, Bending, Climbing, Kneeling, and Crouching to reach and pick up items

Strength – Ability to lift and carry items weighing up to 35 pounds

Manual Dexterity – Ability to handle fragile items with care

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

### QUALIFICATIONS:

MINIMUM: Master's degree in Library Science with coursework in cataloging or 2 years equivalent work experience

### BENEFITS:

IHS offers an excellent benefits package, including health, dental, life and long-term disability coverage; employer and employee funded retirement plans; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

### Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or [hr@indianahistory.org](mailto:hr@indianahistory.org). Applications will be accepted until the position is filled.