



## Cataloging Librarian

Portland Public Library (PPL) is currently seeking a **Cataloging Librarian**. Reporting to the **Technical Services Manager**, this position provides leadership, vision, and expertise in bibliographic description, performing professional level classification and cataloging of all record formats to support the discoverability of and access to all Portland Public Library collections. This position is responsible for original and copy cataloging, leading cataloging projects and documentation, and training others in cataloging functions. This position will also assist with the development and implementation of policies and procedures relating to resource discovery and metadata standards. The position oversees the cataloging aspects of the library's participation in the Dirigo Libraries consortium using a shared Polaris ILS and Vega Discovery catalog. It provides considerable latitude for initiative and independent judgment.

In March of 2025 the library will complete a migration from a standalone Sierra ILS with the BiblioCommons discovery layer to a shared ILS with the newly formed Dirigo Libraries consortium using the Polaris ILS; Vega Discovery will be the public's primary digital point of contact with PPL's collections. There will be much opportunity for collaboration and invention in the creation of new procedures and workflows as the Technical Services team adapts to the new environment.

This is a union-represented, **full-time, 37.5 hours per week** onsite position, normally scheduled to work **Monday through Friday**, after training.

## Nature & Scope

- Catalogs and classifies materials in English and other world languages following accepted library standards: RDA, MARC, AACR2, BIBFRAME, Library of Congress Subject Headings, Library of Congress bibliographic standards and formats, and Dewey Decimal Classification Tables. Using OCLC, performs copy and original cataloging for all formats, including new formats as they become available. Contributes high-quality records and/or record enhancements to OCLC. Confers with public-services librarians as needed and serves as a resource for staff on cataloging and classification practices and procedures. Resolves catalog and cataloging problems, balancing local needs with national and consortial standards.
- Provides proactive leadership in the planning, implementation, maintenance, and evaluation of cataloging and cataloging workflows.
- Performs and oversees a variety of regularly recurring batch-processing and catalog-maintenance tasks.
- Trains departmental staff in cataloging procedures. Creates and maintains documentation and training materials. Performs quality audits and determines areas of need for further training.
- Participates in the Dirigo Libraries consortium, working with partner libraries to develop and maintain shared cataloging policies and procedures.
- Works with vendors and other third parties to implement and manage cataloging-related products and services. Actively participates in evaluation of potential new catalog-related projects and products.
- Pursues ongoing projects such as database cleanup, in collaboration with library staff from all departments, and draws on project-management skills to help organize and supervise long-range projects to improve collection discoverability. Actively identifies areas of need and pursues opportunities to make "hidden collections" visible and improve accessibility and visibility of all collections.

- Develops and implements metadata workflow policies and procedures to facilitate the creation, maintenance, and enrichment of metadata in the library's digital platforms. Works with staff from all departments to ensure accurate and consistent metadata using Dublin Core or other schemas.
- Acts as supervisor of the section in the absence of the Technical Services Manager.
- Collaborates with colleagues in other departments and other libraries. Represents the section in library-wide concerns and shares expertise. Participates in the Maine Shared Collections Strategy statewide initiative.
- Seeks opportunities for professional development and continuing education, particularly in technology. Reads professional journals, attends meetings and workshops, and uses a variety of channels to otherwise keep current on new methods and procedures for the section.
- In addition, this position:
  - Maintains the quality and highest standards of current cataloging practices.
  - Provides description and access to materials in new and changing formats, including electronic resources.
  - Manages multiple responsibilities in a very busy section.
  - Maintains up-to-date knowledge of the rapid changes in cataloging and metadata and identifies how they may impact our processes.
  - Participates in the overall Technical Services workflow and other duties as assigned.

### **Basic Qualifications**

At the entry level this position requires a Master's Degree in Library Science from an accredited library school or equivalent professional training or experience that provides the following knowledge, ability, and skills:

- At least three years' professional experience as a cataloger.
- Experience using a bibliographic utility like OCLC and an ILS.
- Thorough knowledge of LC subject headings, RDA, MARC, AACR2, Dewey Decimal Classification, and Dublin Core.
- Knowledge of library linked data standards and applications, including BIBFRAME or RDF, and ability to adapt and extend traditional library standards to meet the needs of a linked data environment.
- Exceptional organizational ability, project-management skills, and leadership ability.
- Demonstrated experience training others and collaborating in a team environment.
- Desire to understand and implement new technologies as they apply to the library world.
- Commitment and talent for a high degree of detail while keeping a big-picture perspective.
- Ability to explain and document complex procedures.
- Demonstrated interpersonal and teamwork skills complemented by the ability to take initiative.
- Strong service orientation and demeanor appropriate to provide a high level of service to a diverse constituency.
- Knowledge of a language other than English preferred.
- Thorough knowledge of and commitment to modern library principles, methods, and practices.
- Intermediate to advanced Microsoft Office skills including Excel.
- Flexibility in work routines and adaptability in handling a variety of formats.

### **Work Environment and Physical Demands**

- This position may require the ability to push book trucks.
- This position may require lifting up to 30 lbs.
- This position requires regular use of a computer.

### **Compensation & Benefits**

Hours & Pay: This is a union-represented, **full-time, 37.5 hours per week** onsite position, normally scheduled to work, **Monday through Friday. Pay begins at \$26.51/hr.**

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance, retirement options (in lieu of Social Security), and paid leave.

### **How to Apply**

To apply, please send your resume, letter of interest, and three professional references via email at [careers@portlib.org](mailto:careers@portlib.org).

Mailed applications may be sent to:

Human Resources  
Portland Public Library  
5 Monument Square  
Portland, ME 04101

### **About PPL**

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.