The University of Alabama School of Law
Bounds Law Library
Catalog Librarian

**Duties:** Original and copy cataloging of bibliographic records for new books, special collections books, ephemera, and archival materials. Ability to use Innovative Sierra System and experience using OCLC.

**Responsibilities:** Staying current with cataloging practices and trends, and learning new cataloging practices such as the ongoing transition from AACR2 to RDA format. Consulting with supervisor regarding General Collections books; preparing Special Collections bibliographic and item records, and Archives. Staying informed about cataloging issues related to Rare Books and Archives, including familiarity with DACS (Describing Archives: A Content Standard);

**Supervisory:** Supervise students as requested (currently supervising one to three Government Documents student workers who work on a Retrospective Conversion Project and shelving of documents)

**Other:** Ability to communicate with coworkers, in general regarding any cataloging issues, and in particular, with Supervisor because she has knowledge and insight into any problems or questions I encounter; the other librarian I coordinate with regarding Government Documents workflow; the Curator of Archival Collections; and the Special Collections Librarian.

**Educational Requirements:**
MLS in Library Science from an accredited Library School: required professional cataloging qualification.