

## **Acquisitions/Cataloging Librarian**

### **General Description:**

This position oversees all aspects of acquisitions, including ordering, receiving, invoice processing and fund accounting. This position also provides original and copy cataloging of materials in all formats, classification, authority control, metadata, and database maintenance; serves as primary contact with material vendors, negotiates pricing and solves problems with orders and invoicing; presents regular reports to the Asst. Dean of Information Technology and Research; ensures efficient workflow by implementing systems and procedures to enhance effective management of the department; develops inventory and weeding projects; manages Federal Government Depository Library Program; and supervises acquisitions and cataloging staff members. Performs other duties as required or assigned. This position reports to the Director of the Law Library.

### **Qualifications:**

Required: M.L.S. or equivalent degree from accredited program; strong service orientation and good interpersonal, communication and organizational skills; experience with automated library systems; knowledge of RDA and Library of Congress classification.

Preferred: Experience with Sierra ILS is preferable.

This position will be available until filled and salary is commensurate with experience.

Please send letter of application, resume, and names of three references to:

Mary E. Miller  
Assistant Dean for Information, Technology and Research  
Mississippi College School of Law Library  
151 E. Griffith St.  
Jackson, MS 39201