



# ACADEMIC VACANCY

**POSITION: Head of Cataloging/Assistant Professor of Library Science - Tenure-track  
EEO# LB 2-16**

## **RESPONSIBILITIES:**

The Head of Cataloging reports to the Assistant Dean of Technical Services. We seek an innovative, dynamic, and forward thinking individual to head the Library's Cataloging Department. The incumbent has overall responsibility for planning and coordinating the original and copy cataloging of library materials in all formats; perform original cataloging, subject analysis, classification of print, non-print, and electronic resources using national and local standards such as MARC, RDA, AACR2r, LCSH, LCCS, OCLC, LC cataloging practices, and other appropriate cataloging and metadata standards; maintenance and quality control of the Library's online catalog; manage and develop support staff. The incumbent will direct all aspects of cataloging, including development of policies and procedures, recruiting, training, mentoring and evaluating support staff. The position demands administrative and bibliographic skills as well as the ability to communicate effectively with faculty and staff. The incumbent is expected to demonstrate initiative and to assume a strong leadership position in establishing sound procedures for all operations of the department.

This tenure track position requires scholarship and participation in professional organizations, as well as service to the Library, University, and community. Conduct writing and research on scholarly topics; Present or publish articles related to academic libraries, research or other academic topics; Participate in professional development activities; Establish a pattern of leadership on the regional and national level through committee work or organizations. Work on committees or advisory boards at the library and university level; be active in the community through volunteering.

The successful candidate will also provide specialized reference service to students, faculty, and others through in-person, telephone, email and chat services; serve as liaison and collection development librarian for several academic departments.

## **QUALIFICATIONS:**

**Required:** This tenure track position requires a MLS degree from an ALA-accredited program; second master's degree in an appropriate subject is desirable. Must be self-motivated, service oriented, and able to work successfully in a collegial environment. Cataloging experience in an academic library, and familiarity with, SirsiDynix system, LC authority files, MARC formats, and cataloging procedures are required. Administrative and supervisory experience is highly desirable. Applicants are expected to describe their commitment to fostering a diverse educational environment through their research, teaching, and/or service activities.

## **UNIVERSITY AND COMMUNITY:**

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

The University Library has a faculty of 18 and a support staff of 36. Additional information about the Library is available on the Library's webpage at <http://library.louisiana.edu>.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

**SALARY:**

Commensurate with experience. Appointment with faculty rank, status, and benefits demanding a strong commitment to scholarly research. Tenure track position.

**STARTING DATE:**

Negotiable, but anticipated for August 1, 2017.

**APPLICATIONS:**

Letter of application, résumé, and the names and contact information of five references must be received at the University of Louisiana at Lafayette by April 1, 2017, and should be directed to:

Dr. Charles W. Triche, III  
Dean of University Libraries  
University of Louisiana at Lafayette  
PO Box 40199  
Lafayette, Louisiana 70504 or [ctriche@louisiana.edu](mailto:ctriche@louisiana.edu)

The review process will continue until the position is filled. The University of Louisiana at Lafayette is dedicated to the goal of building a diverse faculty committed to teaching and working in a multicultural environment. Women, minorities, and individuals with disabilities are strongly encouraged to apply.

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>