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Professional Vacancies

Committee on East Asian Libraries

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PROFESSIONAL VACANCIES

University of Chicago Library

Position: Japanese Cataloger

Responsibilities: Under the supervision of the Head of East Asian Cataloging, this position has the following responsibilities:
Performs original cataloging according to Anglo-American Cataloging Rules, 2nd Edition (AACR2) and classification according to the Library of Congress (LC) classifications system; reviews and adapts cataloging copy; performs current cataloging on-line with RILIN; maintains name authority file and other files and catalogs; may direct clerical support staff in cataloging procedures; may assist with occasional reference service.

Qualifications: Graduate degree from an accredited library school, proficiency in reading classical and modern Japanese texts, basic knowledge of Japanese culture and proficiency in written and oral English are required; familiarity with modified Hepburn romanization, AACR II, LC Rule Interpretations, LC Classification, LC Subject Headings, and MARC Formats; fluency in Japanese desirable; cataloging experience in a research or academic library related to East Asian studies preferred; experience with RILIN or OCLC also preferred.

Salary and Benefits: Appointment salary will be determined based on experience and qualifications. Salary range begins at \$18,000 per year. Benefits include a contributory retirement plan, health and life insurance, twenty-two days of vacation, six university holidays, five personal holidays, and ten days of sick leave per year, and a tuition remission plan for both college age and younger children.

Applications should include: Curriculum vitae and the names, addresses, and telephone numbers of three references.

By: June 1, 1987

Apply to: Search Committee for Japanese Cataloger
c/o Personnel Officer
The University of Chicago Library
1100 East 57th Street
Chicago, Illinois 60637

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