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Professional Vacancies

Committee on East Asian Libraries

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PROFESSIONAL VACANCIES

The Ohio State Libraries

Position:

Cataloger for Japanese Materials

Responsibilities:

Original cataloging and classifying of Japanese-language materials (including monographs, serials, and microforms) using AACR2 and LC classification and subject headings. Assists in cataloging music scores, sound recordings, and related materials that are associated with the Japanese language, and catalogs some Western-language materials related to Japan. Interprets OCLC cataloging practices in light of national standards and the requirements of the OCLC system and Ohio State's online catalog. Prepares and tags cataloging data in the vernacular and in transliterated form for input to OCLC to create records in the local online catalog. Verifies and prepares authority records and assists in classifying and assigning subject headings for relevant cataloging copy from OCLC member libraries. Works closely with the Japanese Studies Librarian and the Copy Catalog Editor for Japanese Materials. Reports to the Head, Monographic Cataloging Section, Cataloging Department. All librarians are expected to participate in appropriate ways in the User Education Program.

Qualifications:

Required: Master's degree from an ALA-accredited program; proficiency in Japanese; knowledge of AACR2 and Library of Congress classification and subject headings; ability to communicate effectively, orally and in writing, in English. *Desirable:* Cataloging experience, including knowledge of MARC tagging and the OCLC cataloging system; familiarity with the modified Hepburn system of romanization, Library of Congress rules for word division, and publishing practices in Japan.

Salary and Rank:

\$22,560 - \$29,880. Salary and faculty rank dependent upon experience and qualifications. Appointment of the upper end of the salary range requires substantial cataloging experience. This is an academic appointment carrying faculty status and responsibilities, including research, publication, and service.

Benefits: Twenty-two days vacation, 15 days sick leave. Standard holidays. Hospitalization, major medical and surgical-medical insurance; long-term disability insurance; life insurance at 2 1/2 times one's annual salary; and vision care insurance provided. Dental insurance after one year of employment. State retirement system.

Environment: Founded in 1870, The Ohio State University is a comprehensive, state-assisted urban university. Ohio State offers a complete environment for learning for its 3,800 faculty and 53,000 students. The Ohio State University Libraries system is composed of the Main Library, twenty-one department libraries and an undergraduate library on the Columbus campus, four regional campus libraries, and the library of the Agricultural Technical Institute at Wooster. Staff of the Libraries is composed of 118 librarians and over 200 staff. Its collection of over four million volumes makes it one of the nation's largest research libraries.

The Ohio State University Libraries is a leader in library user education with a program that reaches all entering undergraduate students and a developing program of course-related instruction for upper-level undergraduate and graduate students.

Ohio State has long been a leader in the development and use of library-related computer technology. An online library system serves as a circulation control system and as a catalog, with full bibliographic records, subject access, and authority control. Ohio State is a member of the LC Cooperative Name Authority Project (NACO), contributes cataloging to the National Agricultural Library's cooperative cataloging project, and is a charter member of OCLC, with a commitment to the OCLC-CJK system.

The Ohio State University is a leading center for scholarship on Japan and has established an Institute for Japanese Studies. The East Asian Studies Program has been chosen for inclusion in an Academic Challenge Grant program to recognize and promote excellence at Ohio's public colleges and universities. The Program has also been designated as a National Resource Center by the U.S. Department of Education. The Libraries' Japanese collection contains approximately 40,000 volumes and is growing rapidly.

Application: Applications received by 10 November will receive first consideration. Apply to Sharon A. Sullivan, Personnel Librarian, The Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, Ohio 43210-1286. Submit detailed resume with names, addresses, and telephone numbers of three references.

An Equal Employment Opportunity/Affirmative Action employer. Qualified women, minority, and handicapped persons are encouraged to apply.

University of California at Berkeley

Position: Japanese Cataloger

Announcement: The East Asiatic Library has received authorization to announce a vacancy for a professional Japanese Cataloger. A description of responsibilities, qualifications, and other details concerning this position will be available about November 1, 1989.

For this information, please write to:
Professor Donald H. Shively, Head
East Asiatic Library
University of California at Berkeley
Berkeley, CA 94720