MONARCH LIBRARY SYSTEM

October 2026

Cataloging and Database Librarian

Part-time, up to 25 hours

Under supervision of the ILS Administrator/Database Management Librarian, this position assists with management of the integrity of the shared library automation bibliographic database.

Responsibilities:

- Assists with maintenance and support of the Cataloging and Database Management Service.
- Performs bibliographic and authority cleanup and maintenance for the shared library automation system (ILS).
- Catalogs new material added by the member libraries in the local ILS.
- Participates in decision making for new ideas that affect cataloging service procedures or policies.
- Communicates with staff at member libraries when necessary regarding cataloging service concerns.
- Keeps updated on professional information relating to technical services and cataloging.
- Other duties as may evolve or be assigned.

Essential knowledge, abilities, and skills:

- Communicates effectively, verbally and in writing, with System staff, member library staff and other persons as necessary.
- Performs duties independently with minimum supervision.
- Performs duties in a team setting, where ideas and progress on projects are shared.
- Handles multiple tasks simultaneously while maintaining a customer-focused attitude.
- Instructs staff in both group and individual settings.
- Knowledge and use of:
    - OCLC or similar cataloging system
    - Integrated library systems, such as Polaris
    - MARC records
    - AACR2 and RDA Rules, or their most current replacement
    - Library of Congress Subject Headings
    - Dewey Decimal System, latest version

Training and experience: Master's Degree in Library Science from an ALA accredited program or the equivalent experience with one to three years of job-related experience.

Salary Range: $23-$25 per hour based on experience.

Benefits: Holidays, Vacation and Sick leave time with personal days. Eligible for enrollment in the Wisconsin Retirement System (WRS), Medical, Dental, and Vision Insurance. After the first year, option to work remotely is negotiable.

To apply, submit your cover letter and resume to jobpostings@monarchlibraries.org. Interviews will be conducted until the position is filled. EOE.