



The mission of the Irish Cultural Center & McClelland Library is to bring Irish heritage to life through dynamic education, vibrant community events, and the celebration of cherished traditions, inviting people of all cultures to connect, learn, and carry the Celtic spirit forward.

Position: Special Collections Cataloging Librarian I

Description: The Special Collections Cataloging Librarian performs original and copy cataloging of unique, rare, and archival materials. This position ensures high-quality bibliographic description and subject analysis to facilitate access and retrieval. This position reports to the Library Director in a merged Library and IT organization.

Essential Duties & Responsibilities:

- Provide expertise and leadership on metadata standards for original and copy cataloging, database maintenance, and physical processing
- Perform original and copy cataloging for content in a variety of formats using national metadata standards and schema
- Create and maintain holdings data in resource-sharing databases such as OCLC WorldCat
- Apply quality control to bibliographic and authority records
- Create, improve, and document policies, workflows, and procedures related to resource description as needed
- Oversee the technical services processes related to managing the library's physical collections, and work with staff to standardize processes across collections
- Stay up to date on latest developments in cataloging and metadata standards, and ensure best practices and procedures are followed from acquisition to de-accession
- Serve as additional liaison to Phoenix Public Library regarding affiliate use of ILS
- Work with team members in both technical and public-facing departments
- Assist as needed with physically processing materials
- Assist as needed with answering basic cataloging questions
- Perform other duties as assigned

Required Qualifications:

- Master's Degree in Library and Information Science or Library Science from an accredited American Library Association graduate program
- Experience working with ILS systems, specifically at least five (5) years experience working with bibliographic and item records in Polaris
- Minimum two (2) years' professional metadata creation experience with library materials (e.g., using standard formats such as AACR2R, LCSH, LCC, MARC 21 formats)
- Experience creating and/or editing records; and with authority control processes
- Good knowledge of professional library theories, issues and trends

- Good judgment based on logical reasoning and cataloging principles
- Excellent organizational and time management skills
- Strong attention to details and accuracy
- Excellent oral, written, and interpersonal communication skills
- Demonstrated ability to work both independently with minimal supervision and collaboratively in a dynamic, culturally diverse environment
- Ability to adapt to changing and evolving Library procedures, priorities and information technologies
- Ability to consistently apply cataloging rules and standards
- Proficient in computer and internet use.
- Strong customer service orientation
- Employee will be required to engage in physical motion including sitting, standing and walking
- Employee must be able to slide, push, lift, and carry up to 25 pounds

Desired Qualifications:

- Knowledge of Irish language or willingness to learn basics
- Experience or coursework in special collections, archives, or rare materials
- Able to identify and target potential researchers, instruction or audiences for use of special collections materials.
- One-year experience working or volunteering for a non-profit organization
- Comfort with ambiguity
- Strong commitment to continued professional development
- Strong service orientation and interest in anticipating and supporting information users' values and needs

To Apply:

Please submit in PDF format: a cover letter, resume, and 3 references to reference@azirishlibrary.org

Compensation will be competitive. The Irish Cultural and Learning Foundation is an equal opportunity employer.