

JOB POSTING

Cataloger - Part Time

Join our incredibly productive team of professional catalogers in cultivating one of the most actively used library catalogs at a diverse consortium with some of the busiest libraries in Massachusetts. Use your bibliographic utility skills to help the team add more than 50,000 records a year via copy or original cataloging to our catalog of 1.2 million titles.

ESSENTIAL JOB FUNCTIONS

- Performs original and copy cataloging in all formats in English and other languages. Reviews and edits records as needed.
- Searches OCLC for copy cataloging and edits OCLC records. Downloads records to match and overlay brief bibliographic records for on order and received materials in the Minuteman database.
- Participates in database maintenance and quality control by correcting errors, merging duplicate records, and upgrading or overlaying temporary or short records into full MARC records.
- Communicates regularly with member libraries by phone and e-mail to provide support, resolve cataloging problems, and explain policies and procedures.
- Prepares reports and lists of records using the Integrated Library System.
- Assists with the work of other Catalogers as needed.
- Performs special projects and other related duties as required, directed, or as the situation dictates.

SUPERVISION

Reports to the Member Services Manager
No supervisory responsibilities

QUALIFICATIONS

EDUCATION & EXPERIENCE:

Master's Degree in Library and Information Science from an ALA accredited institution.
One to three years experience in original and copy cataloging across a variety of formats in a library or library consortium setting.

ESSENTIAL SKILLS:

- Demonstrated knowledge of cataloging standards and formats
- Experience with Integrated Library Systems (ILS)
- Experience using the OCLC cataloging interface (Connexion)
- Knowledge of Windows, Microsoft Office, and other software necessary for assigned duties
- Ability to work independently and use professional judgment to solve problems
- Ability to communicate clearly, both orally and in writing, and to collaborate with individuals and groups
- Strong organizational skills and attention to detail

ADVANTAGEOUS SKILLS:

- Experience with the Sierra ILS
- Basic reading knowledge of additional languages
- Familiarity with issues of consortia

POSITION DETAILS

Part Time: 20 Hours per week

Salary: \$31.20 per hour to start, current maximum of \$43.67

Benefits: Paid Holidays, Vacation, Personal and Sick Time. No Health Insurance.

Office: Minuteman is operating primarily on a work-from-home basis, but office desks are available for those who need them. In-person training in the office may be required during the initial period. Weekly or bi-weekly visits to the office or to a Minuteman member library may be needed when doing original cataloging.

TO APPLY

Please send a cover letter and resume to Ruth Souto, Member Services Manager, rsouto@minlib.net, by noon on February 17, 2026.