



Job Title: Cataloging and Acquisitions Specialist **Reports to:** Technical Services Manager

Job Description: The Cataloging and Acquisitions Specialist supports the daily operations of the Technical Services Department by performing cataloging and acquisitions duties related to both print and electronic collections. This position will work closely with the Technical Services Manager to ensure the integrity, accuracy, and organization of the library's catalog while maintaining effective, professional relationships with vendors. This position is ideal for a detail-oriented and technologically proficient individual who is committed to maintaining high catalog standards, supporting efficient acquisition processes, and contributing to the overall success of Technical Services and library operations.

Responsibilities include, but are not limited to:

Cataloging

- Performs copy cataloging of library materials in accordance with RDA and established library standards; materials may include print, AV, or interactive materials (board games, puzzles, stories-to-go kits, and other nontraditional materials)
- Assists in maintaining the integrity of the library catalog by correcting errors, updating item statuses, and deleting records for withdrawn/weeded materials
- Be fluent in principles, practices, characteristics, and activities of library services and technology including, but not limited to integrated library systems (SirsiDynix Symphony), MARC, RFID (Envisionware), OCLC WorldCat, RDA cataloging standards, Dewey Decimal Classification, Library of Congress authority control and subject headings, and other applications of technology
- Assists with library inventory projects or other collections projects as part of a team

Acquisitions

- Performs acquisition-related duties, including cost-effective ordering of materials, monitoring of materials tracking, invoice receiving, and accurate record keeping
- Coordinates the receiving and organization of new materials with relevant staff to ensure materials timely preparation for cataloging
- Monitor orders and resolves discrepancies with the assistance of Technical Services Manager, vendors, and other library staff



Technical Services Support

- Cross-trained in other technical services tasks like the processing and repair of library materials
- Participates in departmental planning, workflow analysis, and process improvement initiatives
- Supports long-range planning and strategic initiatives of the Technical Services Department and library
- Other projects and tasks as assigned

Additional Information: Full time position (40 hours weekly); non-exempt; may require evening and weekend hours; must possess excellent communication skills, both written and oral; requires ability to interact in a pleasant and effective manner with a diverse group of staff and volunteers; ability to work before a computer for lengthy periods of time; requires the visual ability and manual dexterity to manipulate and catalog sometimes-heavy books, AV items, and equipment; ability to push, pull, lift, and otherwise manipulate equipment and library materials by hand and by cart; requires thorough understanding of library-specific software; requires ability and willingness to complete the Kentucky State Library Certification standards; Candidates must successfully pass a background check. Must possess a valid driver's license or ID and means of transportation to fulfill job responsibilities.

Qualifications (Education, Skills, Training): Two years of college or relevant experience and training required; Experience in library service required; requires knowledge of or willingness to learn principles of library technical services; requires knowledge of or willingness to learn standard American cataloging protocols (utilizing OCLC WorldCat) and its interface with ILS software (SirsiDynix Symphony); requires greater than average attention to detail and accuracy; requires fluency in a wide range of computer-based and internet-based software and searching techniques; willingness to learn and stay up-to-date with current trends and best practices in cataloging and acquisitions; comfort with significant computer screen time; ability to regularly lift/move up to 30 lbs; The ideal candidate will be able to work and take initiative independently but can also collaborate within a team.



Compensation and Benefits: Base salary \$21.81/hour. Benefits include Health insurance; Personal Leave and Holiday Leave; Life insurance; Long-Term Disability; TIAA-CREF retirement plan (matched by Library) after one year of employment.

Optional insurances (paid for through employee payroll deduction) include Dental, Vision, and Accident/Critical Illness; Additional Supplemental Retirement plan option (unmatched by Library); Optional Flexible Spending Plan for unreimbursed medical expenses.

How to Apply: Position is open until filled. Submit cover letter, resume, and three references to jobs@boylepublib.org by 11:59 p.m. on Wednesday, April 8th, 2026. Please enter "Cataloging and Acquisitions Specialist" in the subject line.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

3-17-2026