



627 NORTH SUNRISE SERVICE ROAD, BELLPORT, NY 11713
TEL: 631-286-1600 ■ FAX: 631-286-1647

The Suffolk Cooperative Library System (SCLS) is seeking a detail-oriented, collaborative, and service-oriented librarian to join our Union Catalog Department as a Catalog Librarian.

The successful candidate will be responsible for creating, editing, and enhancing bibliographic records, as well as verifying and managing authority records across multiple discovery systems. This position also supports the interlibrary loan process by helping to facilitate access to materials beyond the local catalog.

The ideal candidate will have a strong working knowledge of cataloging standards, including AACR2, RDA, and current metadata practices, and will demonstrate a commitment to high-quality service and collaborative teamwork in a consortium environment.

SCLS is a 56-member library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position. The minimum starting salary for this position is \$69,400. Nights and weekends as required. Please see the attached job description for details.

To apply, send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by Friday, September 26, 2025.

DEPARTMENT: UNION CATALOG
POSITION TITLE: CATALOG LIBRARIAN
REPORTS TO: UNION CATALOG SECTION SUPERVISOR

GENERAL DESCRIPTION: Responsible for cataloging materials in all formats, and providing support in the processing and fulfillment of ILL requests.

ESSENTIAL FUNCTIONS:

1. Creates bibliographic records in USMARC format.
2. Provides descriptive cataloging according to AACR2 and RDA rules.
3. Provides name and subject analysis using Library of Congress Name and Subject Headings.
4. Assists with searching and verifying authorities across the ILS and discovery systems.
5. Corrects inaccuracies and inconsistencies in the database by editing or importing bibliographic records.
6. Maintains knowledge and use of current cataloging practices.
7. Facilitates and participates in SCLS workshops and trainings.
8. Ability to catalogue in foreign languages.

OTHER FUNCTIONS:

1. Provides customer support for library staff through the Helpdesk ticketing system.
2. Facilitates advanced resource sharing and provides efficient delivery of interlibrary loan materials and SCLS collections.
3. Maintains monthly departmental statistics.
4. Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of modern principles and practices of library services.
2. Ability to use a variety of hardware and software to retrieve information.
3. Good organizational skills.
4. Working knowledge of current bibliographic tools and resources.
5. Ability to communicate clearly both orally and in writing.
6. Ability to work with details and make accurate comparisons.
7. Ability to work independently.
8. Ability to move containers weighing 20 pounds.
9. Ability to make Sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. MLS or equivalent from an ALA-accredited institution.
2. Two years of cataloging experience.
3. Experience working with Sierra/Innovative ILS preferred.
4. Knowledge of resource sharing systems like OCLC preferred.