



THE UNIVERSITY OF THE WEST INDIES MONA, JAMAICA, WEST INDIES

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences, Sport and the Social Sciences. The institution represents the oldest of its kind within the region and has produced outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of:

CATALOGUING LIBRARIAN

Mona Library

Reference No. MPN 100152

The UWI Mona Library seeks a collaborative Cataloguing Librarian. The Cataloguing Librarian Performs a variety of specialized duties involved in original and non-original cataloguing of library materials in a variety of formats including electronic and audio-visual resources; and participates in local catalogue and database maintenance. He/she maintains working knowledge of metadata standards and new and emerging developments in the field of cataloguing and library technology. He/she also helps with assessing existing workflow with the goal of streamlining tasks and reducing redundancies. This position reviews, enhances and batch-loads MARC record files from vendors.

The successful candidate will be required to:

- Provide complete bibliographic description with full MARC content designations in keeping with recognized international standards for full level RDA cataloguing and LC Rule Interpretation.
- Search OCLC WorldCat, Library of Congress online, UWILinC, Aleph and other databases for bibliographic records
- Edit and enhance bibliographic data to reflect local cataloguing and holding practices
- Upload bibliographic records to, and correct errors on OPAC
- Consult with the Head of Cataloguing and other Cataloguers/Librarians to resolve cataloguing issues
- Provide guidance to para-professionals in resolving problems related to processing, etc.
- Perform maintenance work on library collections as required
- Provide face-to-face, telephone, e-mail and virtual reference service
- Deliver required Information Literacy sessions
- Perform Department Liaison duties

Qualification and Experience

- Preferably a Master's Degree in Library and Information Science (MLIS) from an accredited university
- Five or more years' experience in a similar capacity

Competencies Required

- Knowledge of online cataloguing
- Knowledge of current software/tools (RDA/AACR2R, LCSH, LC Classification, MARC 21) formats, trends, and practices in cataloguing
- Knowledge of integrated process and bibliographic utilities such as OCLC and other client server protocol for searching
- Strong referencing abilities
- Be able to build and maintain effective working relationships with colleagues, and students

For further particulars on the University of the West Indies, Mona and the Mona Library, visit <https://www.mona.uwi.edu/library/>

Applicants are required to submit (i) a cover letter, (ii) a completed employment application form, (iii) curriculum vitae giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organisation) and (iv) copies of academic qualifications. Application for employment forms including the publication supplement can be found at <https://www.mona.uwi.edu/hrd/forms>

All applications documents should be sent by electronic mail to hrmd.odes@uwimona.edu.jm addressed to the **Campus Registrar** for the attention of the **Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN 100152** in the subject line of the email. The final date for receipt of applications is **April 12, 2024**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.

The University of the West Indies, Mona Campus..... Inspiring Excellence, Producing Leaders