



University at Buffalo
The State University of New York

University Libraries
Human Resources

Employment Opportunity
University Libraries, University at Buffalo
Poetry Cataloger (Instructional Support Technician)

The University at Buffalo Libraries seek dynamic applicants for the position of Poetry Cataloger in the Poetry Collection within Special Collections. Founded in 1937, the Poetry Collection is the library of record for 20th- and 21st-century Anglophone poetry and is comprehensive in its collection of first and other bibliographically significant editions, little literary magazines and journals, broadsides, anthologies, criticism and reference materials. Additionally, the collection holds more than 150 archives and manuscript collections from a wide range of poets, presses, magazines and organizations including James Joyce, William Carlos Williams, Helen Adam, Robert Duncan, Robert Graves, Dylan Thomas, Jargon and Wyndham Lewis. The Poetry Collection is also a regional repository for many of the publishers and arts organizations of Western New York. There are also substantial collections of artwork, audio recordings, ephemera, photographs, visual poetry and zines, making it one of the largest poetry libraries of its kind in the world.

The Poetry Cataloger works closely with staff from the Cataloging and Metadata Services area of Discovery and Delivery, which is responsible for the cataloging and management of continuing resources (print and electronic periodicals), other serials, databases and websites and monographs in all formats. Staff members work with both the Library of Congress and National Library of Medicine classification schemes and the Library of Congress Subject Headings and National Library of Medicine Medical Subject Headings.

The division maintains periodical and serial holdings in Aleph and OCLC plus OCLC and SERHOLD union listing. The University at Buffalo Libraries are an institutional member of the Program for Cooperative Cataloging and contribute to BIBCO, NACO and CONSER at the full level. Cataloging and Metadata Services participates in cooperative activities among the four SUNY university centers and among other groups within the sixty-four campus SUNY system.

Utilizing OCLC, the international bibliographic utility, and Aleph, the local integrated library system, the incumbent performs original and complex copy cataloging of little literary magazines, broadsides and anthologies for the Poetry Collection in addition to serials, monographs, databases, websites and books, in all formats. The Poetry Cataloger uses MARC tagging and RDA standards with local classifications based on a unique, in-house Cutter system. S/he performs catalog maintenance on serials and other continuing resources, resolving problems and inconsistencies in bibliographic and holdings records. This individual participates in maintaining serial holdings in the SUNY Union Catalog, OCLC WorldCat, and SERHOLD, the National Library of Medicine's database of machine-readable serial holdings statements, and contributes records to BIBCO, CONSER and NACO components of the Program for Cooperative Cataloging, a coordinated effort among selected research libraries to create bibliographic and authority records according to national standards.

The Poetry Cataloger researches new acquisitions, coordinates regular reviews of known poetry publishers and presses to make sure holdings are up-to-date, and helps to sort through donations of books and serials. S/he also coordinates and manages special projects as assigned which may include preparing metadata for digital collections, cataloging rare materials, and/or assisting the Poetry Collection's Processing Archivist with the processing of archival collections.

This individual reports to the Curator of the Poetry Collection and works collaboratively with other librarians and staff across the University Libraries.

Minimum Qualifications:

- A Master's degree in library and information science from an ALA-accredited institution (or equivalent) is required;
- Experience in the use of personal computers in a networked integrated library system environment;
- Advanced experience with bibliographic concepts and library organization;
- Prior experience in original and copy cataloging of poetry material;
- Excellent communication and organizational skills;
- Must be able to work independently without day-to-day supervision and function effectively within a team setting.

Preferred Qualifications:

- Expert knowledge of bibliographic concepts and cataloging;
- Demonstrated knowledge of or participation in 20th- and 21st-century Anglophone poetry;
- Other library skills and training.

Physical Demands:

Must be able to bend, lift, and carry library materials up to 25 lbs. and move standard library trucks containing varying amounts of library materials.

Professional Rank and Benefits:

This is a term appointment on the professional staff. Fringe benefits include paid holidays, liberal vacation and sick leave, health care and prescription coverage, dental and vision coverage, life insurance, long-term disability insurance, and New York State or TIAA/CREF retirement options.

The University at Buffalo Libraries:

The University at Buffalo Libraries contribute strategically to the University at Buffalo's vision of becoming a model 21st-century public research university by providing outstanding resources, experts, services, and spaces that enrich the research, teaching, learning, and outreach activities of UB's diverse faculty, students and staff as well as those of our external partners. The University Libraries advance intellectual discovery, information literacy, and lifelong learning, all in support of the University at Buffalo's strategic goals in research, teaching, and service.

As the largest academic research library in the State University of New York (SUNY) system, the University at Buffalo Libraries have an extensive online and print collection, including many locally digitized collections covering a wide range of subject areas. There were more than 3.3 million uses of the Libraries' print and digital collections last year. The 4.2 million volumes of the University Libraries include 767,000 e-books, and the journal holdings include over 162,000 scholarly journal subscriptions. Our holdings also include 6.2 million microforms, more than 43,000 music recordings, and a substantial multimedia collection. The University Libraries are comprised of eight physical facilities, including the Charles B. Sears Law Library and the Music Library. We serve over 3.8 million users per year in our buildings.

The University at Buffalo:

Joining the public State University of New York in 1962, the University at Buffalo (UB) has grown to become the largest and most comprehensive university in the SUNY system. Widely regarded as SUNY's flagship and its primary center for professional education and training, the University at Buffalo was also the first of the two public universities in the state to earn membership in the pre-eminent Association of American Universities, one of only 59 research-intensive universities in the United States to hold that distinction. Located on an international border, the University at Buffalo is truly a global community of scholars, ranking first in the nation among comprehensive public research universities in terms of percentage of enrollment that is international.

The Buffalo-Niagara region is the state's second largest major metropolitan area, exceeded only by New York City. The region includes a diverse blend of communities, each with its own distinct personality, yet commonly characterized by a distinctly neighborly way of life, an unpretentious nature and spirited loyalty among residents.

To Apply:

To submit an application, please visit <https://www.ubjobs.buffalo.edu> and search for posting number **P1700047**. Interested candidates should upload a CV and a separate cover letter that includes contact information for three professional references (including email addresses). The deadline for applications is **June 14, 2017**.

The University at Buffalo is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.