MU Libraries Search Committees

The Vice Provost Office has authorized recruitment for the position of Monograph Cataloger, Technical Services. The Screening Committee for the position is composed of Vic Myers, chair, Suzy Bent, Gwen Gray, Sue Halawe, and Amanda Sprochi.

A national recruitment effort will be conducted for the position, with ads appearing in print February 1st. Ads will also be distributed soon on list-serves and posted on web pages. A copy of the full ad is featured in this edition of News Notes (page 2).

~Leo Agnew
Personnel Coordinator

Ellis Library Safety Measures

For Extended Hours Winter ‘06

To better protect Ellis staff and patrons alike, MUPD has been notified that when scheduled, some Library staff and student workers will be working until 2am this semester (Mondays – Thursday, and Sunday during regular hours). This will serve as a reminder to MUPD to monitor Ellis Library and the nearby vicinity, as well the closest parking lots. If extended hours are continued past this initial trial semester, we will continue to remind MUPD on a semester basis of the Library’s extended hours so that MUPD staff will be continually aware of this information.

There is an escort service provided by MUPD that staff or students may request (as an MUPD staff person becomes available), in which an MUPD escort will walk with the person requesting this service to his or her vehicle.

Ellis security staff will work with MUPD to run additional crime prevention programs with our staff, focusing on those who work late night hours.

MU Parking and Transportation Services provides evening shuttle buses to selected various locations as late as 1:30 pm - Monday thru Sunday (when residence halls are open), with the closest pickup point to Ellis Library located at Brady Commons. Please contact Administrative Offices if you would like an evening shuttle map. Maps can also be obtained from Parking and Transportation office.

Personnel Update

Goodbye to Stan Cox, User Support Analyst, LTS. Stan and his family are relocating to Springfield, Missouri. Good luck and good fortune to you and your family Stan!

OCLC Update

The public services version of the Online Computer Library Center (OCLC) Update has been scheduled for Wednesday, February 1st, 2:00 - 4:00 pm in Library Instruction Room 1 (4G41 - just across from the elevator).

Audience: The OCLC Update is designed for library personnel who use OCLC services regularly and are interested in a summary of recent and upcoming activities that will affect their use of OCLC. Staff members who have administrative responsibility for the use of OCLC in their libraries will also benefit from these sessions.

Description: These sessions will give attendees an opportunity to review the latest changes and announcements from OCLC, focusing on public services. Topics will include WorldCat Resource Sharing, FirstSearch, NetLibrary, WorldCat Collection Analysis, Open WorldCat, Local Holdings Maintenance (Union List), QuestionPoint, digitization, and late-breaking news from OCLC in public services.

More details can be found at:
http://www.mlnc.org/Workshops/oclcpubservupdate.html
MU Libraries Vacancies

*Monograph Cataloger - MU Libraries-University of Missouri-Columbia*

The University of Missouri-Columbia (MU) seeks qualified applicants for the position of Monographs Cataloger, Catalog Department, Technical Services. This is an entry-level librarian position. Principal duties include performing original and OCLC member cataloging for books in a variety of subjects, and may also include cataloging of musical scores, sound recordings, audio-visual materials, books with accompanying media, and/or other media.

For these cataloging activities, learns, keeps up-to-date with, and follows Anglo-American Cataloging Rules, Library of Congress Rule Interpretations, Library of Congress subject cataloging and classification standards and practices, OCLC, MERLIN (the local Innovative Interfaces consortium), and MU Libraries’ cataloging standards and practices. Employs appropriate bibliographic and reference sources as required.

Contributes authority records to MERLIN and communicates authority related problems to the Library of Congress Cataloging Policy and Support Office as needed. Runs MERLIN Boolean lists to make corrections, identify materials for expedited processing, monitor progress, collate statistics, etc. May assist, train, and supervise library information specialists engaged in the cataloging of monographs.

**Requirements:** Masters Degree from an ALA accredited program in Library/Information Science, strong skills in oral and written communication, problem-solving and interpersonal relations. Ability to work collegially and effectively with staff at all levels. An entry-level librarian must qualify for promotion from Librarian I to Librarian II in three years to obtain reappointment. Refer to pages 5 and 6 of the MU Libraries’ academic Governance Document for criteria:

http://mulibraries.missouri.edu/admin/governancedocs/govdoc605.pdf

**Preferred Qualifications:** Include cataloging experience in the subjects/disciplines required in an academic research library setting, knowledge of cataloging aspects of book and non-book media. Knowledge of AACR2, MARC formats, LC Classification and Subject Headings. Knowledge and/or experience using library automated systems, bibliographic utilities, and related software (OCLC, Innovative Interfaces Millennium, etc.). Knowledge of foreign languages. Experience/skills in motivating and supervising others staff.

**Salary:** $32,000 minimum for twelve months, commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

Application Instructions: Preference for applications received by Feb. 28, 2006, but résumés will be accepted until position is filled. Position available April 1, 2006. Submit résumé and names of three references to:

Leo Agnew, Personnel Coordinator [agnewl@missouri.edu], or mail to:
104 Ellis Library
University of Missouri
Columbia, MO 65201

The University of Missouri was established in 1839 as the first university founded west of the Mississippi River, the University of Missouri-Columbia offers over 250 degree programs and is one of the five most comprehensive universities in the nation. The MU Libraries serve a student body of 27,000 plus a faculty of 1,800, and have a collection of 3.2 million print volumes, 35,000 journal titles (in print or online) and 6.8 million microforms. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. MU and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top 20 cities in the US by *Money* magazine in recent years. For more information on the MU Libraries, visit the following site: MU Libraries: [http://mulibraries.missouri.edu/](http://mulibraries.missouri.edu/). For information on the University of Missouri-Columbia: [http://web.missouri.edu/index.cfm](http://web.missouri.edu/index.cfm). For information on the city of Columbia, visit: [http://www.gocolumbiamo.com/](http://www.gocolumbiamo.com/).

The University of Missouri-Columbia is committed to cultural diversity and it is expected that successful candidate(s) will share in this commitment. MU is an equal opportunity/ADA institution and encourages applications from women and minority candidates. For ADA accommodations during the application process, please call 573-882-4701. Relay Missouri users call through 1-800-735-2966.
MU Libraries Vacancies

*Graduate Library Assistant - 25% FTE; 10 hrs/week; Catalog Department, Technical Services Division, Ellis Library.
Work time may be scheduled anytime within the hours of 8:00 A.M. to 5:00 P.M. Monday through Friday.

Duties: Performs cataloging-related functions primarily, but not exclusively, on special projects in retrospective conversion and retrospective cataloging. The primary responsibility of an individual in this position is to identify national level cataloging records in OCLC that match materials in the collection and to complete established editing/processing procedures. This may include converting cataloging on printed cards into machine-readable format or from examination of the materials themselves. The individual must be able to identify bibliographic records correctly in both MERLIN (our online catalog) and in OCLC (our bibliographic utility), examine the records for errors and incompleteness, do minimal editing of the bibliographic record, add or update item and check-in records, and ask questions when anomalies are encountered.

From an assigned section of the unclassified shelf list, or a section of shelved materials, pull shelf list cards or the actual materials; search for matching bibliographic records in MERLIN (and OCLC if necessary); examine the records for correctness and completeness; edit the bibliographic records following procedures as needed; edit or add MU holdings in MERLIN (both item and check-in); employ knowledge of basic MARC tagging, MERLIN coding conventions, and local practices. Perform other similar cataloging duties as assigned.

Minimum Qualifications: Bachelor’s degree. Must be able to lift up to 11 pounds. Requires careful attention to details, a high rate of accuracy, and keyboarding skills.

Preferred Qualifications: Knowledge of OCLC, Innovative Interfaces software and cataloging practice.

To apply, forward a resume to Vic Myers at 52 Ellis Library or via e-mail at MyersV@missouri.edu. Resumes accepted until the position is filled. This appointment carries a Graduate Student Fee Waiver.

*User Support Analyst - 100% FTE, M-F, 8-5. Library Technology Services, TRSS. Salary commensurate with experience and competency level.

Duties: Provide first-level desktop support for MU Libraries Staff; including installation, configuration, and trouble-shooting of hardware (PCs and peripherals), standard software applications (Windows 2000 Pro/ XP, Mac OS X, MS Office 2000/ XP/2K3), specialized software applications and support of library resources, and other areas as defined by Head, LTS. Work assignments can include setup of new equipment, installation of software upgrades, routine and preventive maintenance, consultation with end users to determine scope and nature of problems and proposing solutions. May be asked to provide training to end users. The incumbent will be expected to enter and track service calls through the Department’s call tracking database.

Minimum Qualifications: In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience with the various information technology functions and to the extent and type of pertinent education and formal training. Recent experience in configuring, installing, upgrading, and troubleshooting Intel-based PCs; previous experience supporting end users and working directly with them to solve problems; recent experience with Windows 2000 and XP Professional desktop support and administration; recent experience working with Active Directory; experience working with Drive Image Pro or Norton Ghost; ability to work productively within a team environment; ability to plan and prioritize work and meet deadlines; strong interpersonal and communications skills, including the ability to work productively and cooperatively with end users with a variety of backgrounds and technical skill levels; strong customer service focus; good listening skills; ability to explain technical issues clearly.

Preferred Qualifications: MCSE or MCSA certification or has taken classes for certification. Experience working in a library environment. Knowledge of HTML. Experience with end-user training. Knowledge of Microsoft Windows scripting technologies.
MU Libraries Vacancies

Office Support Staff III – MU Libraries Administration & Reference Services - A full description of the position may be found at the following address: https://www.missouri.edu/~hrswww/application/vacdetails.php?vac=1001984.

Library Information Specialist I - Ellis Acquisitions - A full description of the position may be found at the following address: https://www.missouri.edu/~hrswww/application/vacdetails.php?vac=1001900

Head, Journalism Libraries-University of Missouri-Columbia - A full description of the position may be found at the following address: http://mulibraries.missouri.edu/admin/job_postings/J_Librarian.mht.

Web Development Librarian MU Libraries - A full description of the position may be found at the following address: http://mulibraries.missouri.edu/admin/job_postings/Web_Libr_mht.mht.

Note: Depending on candidate qualifications, this position will be filled at the academic level of Librarian II or III, or as an Education Technologist (a non-academic title). The Education Technologist title is listed at MU’s Human Resources’ website: https://www.missouri.edu/~hrswwwww/application/.

Please submit articles to Kathy Lowery, News Notes editor, at loweryka@missouri.edu by noon, Thursdays.