

POSITION SUMMARY

The Public Services Librarian oversees circulation including class reserves, monitoring library accounts, overdues, recall of books, and book repair; provides reference assistance, bibliographic instruction, and occasional class library tours; and facilitates interlibrary loan services. Additionally, the Public Services Librarian will be assigned/assist with other duties as needed including cataloging, management of periodical subscriptions, preparation of binding shipments, and processing of orders. The Public Services Librarian reports to the Library Director.

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

1. Oversight of library circulation, including check in/check out and renewal of books and other library materials; managing holds, overdues, and recall of books; monitoring and maintenance of library accounts in the ILS; and set up of class reserves
2. Book repair including assessment of whether to repair books in-house or send them for professional binding
3. Oversight and assistance with shelving of library materials including training of student workers
4. Facilitates interlibrary loan services/requests
5. Provides reference assistance and bibliographic instruction; records reference transaction statistics
6. Staffs the circulation/reference desk
7. Assists with checking in, tracking, claiming, and shelving of periodicals
8. Assists with cataloging and orders/acquisitions as needed
9. Assists with preparation, tracking, and shelving of bindery shipments
10. Other tasks and projects as assigned by the Library Director

REQUIRED QUALIFICATIONS

1. MLS/MLIS from an ALA-accredited program
2. Previous library experience
3. Demonstrated research skills and proficiency with database searching

4. Strong organizational skills and an attention to detail
5. Excellent oral and written communication skills
6. Ability to work independently and collaboratively
7. Experience with OCLC cataloging and WorldShare
8. Working knowledge of cataloging rules and standards (RDA, MARC format, LC classification, LCSH)
9. Ability to maintain confidentiality in performance of duties
10. Personal commitment to supporting and advancing the mission of the seminary

PREFERRED QUALIFICATIONS

1. 3 or more years of relevant academic library experience
2. Knowledge of theology and the Roman Catholic tradition

Please submit resume and cover letter, listing three references, by June 9, 2023 to:

Attention: Juanita Van Dyke, Business Office Coordinator

Email: vandyke.juanita@shms.edu

Mail: Sacred Heart Major Seminary

Attn: Juanita VanDyke, Business Office Coordinator

2701 Chicago Blvd.

Detroit, MI 48206

Phone: 313-883-8692

Start Date: July 1, 2023 (negotiable)

Compensation: Commensurate with experience

Process: Screening of applications will begin immediately with priority given to early applicants

ABOUT THE INSTITUTION:

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully-accredited, four-year College of Liberal Arts, as well as a fully-accredited graduate School of Theology. The seminary primarily forms priests according to the Heart of Jesus Christ the Good Shepherd, and further, prepares priests, deacons, and lay ecclesial ministers, equipping them for the work of ministry in the New Evangelization. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis. Sacred Heart Major Seminary is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the seminary may consider a candidate's religious affiliation in its employment decisions, consistent with state and federal law.