

# USC Libraries

**Japanese Cataloging Librarian (#335)  
University of Southern California  
Requisition ID: 20038895**

## **POSITION SUMMARY**

The University of Southern California (USC) Libraries seek an innovative, energetic and team-oriented Japanese Cataloging Librarian. This position reports to Head of Resource Description for Primary Sources and Languages. The Japanese Cataloging Librarian will perform original and complex adaptive cataloging of Japanese materials in all formats in compliance with national and local standards for East Asian Library (EAL) and Special Collections. The librarian will be responsible for contributing and maintaining authority records for USC's integrated library system and NACO. In addition, the Japanese Cataloging Librarian will prepare in-house training materials and participate in the formulation of general cataloging policy and system design, and conduct special cataloging projects relating to Japanese materials. In addition to cataloging responsibilities, the incumbent will represent USC Libraries' in regional, national, and international cooperative programs concerning technical processing.

This position requires a commitment to developing user-focused services and a combination of skills and confidence that will contribute to the transformation of instruction, outreach, reference, and collections at USC Libraries. We seek candidates motivated by a passion to develop transformative library services and invested in the future of librarianship. The successful candidate is expected to be creative in identifying and solving problems within a collegial and collaborative environment. The successful candidate must be knowledgeable of current relevant library and scholarly information trends and practices, and be able to apply this understanding to make a significant, positive impact on the USC community. Duties include weekend and evening hours.

## **THE UNIVERSITY OF SOUTHERN CALIFORNIA**

The University of Southern California is one of the world's leading private research universities. An anchor institution in Los Angeles, a global center for arts, technology, and international business, USC's diverse curricular offerings provide extensive opportunities for interdisciplinary study, and collaboration with leading researchers in highly advanced learning environments. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages students to cross academic as well as geographic boundaries in their pursuit of knowledge. For more information, visit [www.usc.edu](http://www.usc.edu).

## **USC LIBRARIES**

The USC Libraries actively support the discovery, creation, and preservation of knowledge. We develop collections and services that support and encourage the academic endeavors of faculty, students, and staff; value serving a culturally diverse community; build a community of critical consumers of information; and help develop engaged world citizens. Through these means, we contribute to the continued success of the University of Southern California. The USC Libraries includes the Doheny Memorial Library and fourteen specialized libraries with an operating budget of approximately \$41 million. Through an active outreach program librarians and staff at USC Libraries conduct orientations, workshops, and instruction sessions that reach thousands of undergraduate and graduate students annually. For more information, visit [libraries.usc.edu](http://libraries.usc.edu).

## **RESOURCE DESCRIPTION FOR PRIMARY SOURCES AND LANGUAGES:**

The Resource Description for Primary Sources and Languages, one of four units within the Collection Division, includes 2 faculty librarians, 1 library supervisor, 3 staff original catalogers, and 3 staff copy catalogers.

## **RESPONSIBILITIES AND DUTIES**

Reporting to the Head, Resource Description for Primary Sources and Languages, the Japanese Cataloging Librarian will:

- Perform original and complex adaptive cataloging of books, serials, manuscripts, audio-visual materials, e-resources, microfilm, maps, and other library materials in Japanese in compliance with national and local standards for East Asian Library and Special Collections
- Contribute and maintain authority records for USC's integrated library system and NACO
- Prepare in-house training material for catalogers and EAL librarians participating in cooperative cataloging projects
- Advise cataloging staff on cataloging-related issues participates in the formulation of general cataloging policy and system design
- Interacts with the EAL librarians as required on the technical processing of Japanese and other East Asian materials
- Serves as an information communication channel on the compliance with national and local cataloging and technical services standards for East Asian Library and Special Collections
- Conduct special cataloging projects relating to Japanese materials
- Participate in library and other committees as assigned
- Represent USC Libraries in regional, national, and international cooperative programs concerning technical processing
- Provide evening and weekend service as assigned
- Engage in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the Collection Division, and advance the USC Libraries' strategic plan and the University's strategic vision.

## **EXPERIENCE AND QUALIFICATIONS**

*Minimum qualifications:* MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC. In addition, candidates must provide examples of:

- Expert knowledge of written and spoken Japanese
- Familiarity with classical Japanese
- Minimum of two years of recent original and adaptive cataloging experience
- Minimum of one year of recent experience working with Japanese resources in an academic or research library
- Familiarity with the modified Hepburn system of Romanization
- Significant knowledge of and ability to apply cataloging tools such as Resource Description and Access (RDA), the Anglo-American Cataloging Rules (AACR2r), Library of Congress Subject Headings (LCSH) and Library of Congress classification (LCC), and MARC21 formats for bibliographic and authority data
- Experience in performing name and/or series authority work
- Significant knowledge of acquisition work
- Ability to manage multiple priorities and meet deadlines
- Effective oral and written communication skills
- Experience in solving problems independently and collaboratively
- Knowledge of current professional trends, especially those relating to cataloging and metadata to a diverse population on and off campus.

*Desirable qualifications:*

- Advanced degree in appropriate subject area or knowledge of East Asian studies as an academic discipline
- Knowledge of Japanese history and culture
- Knowledge of theoretical principles of cataloging
- Familiarity with special collections cataloging
- Ability to supervise, lead, and work in a team environment
- A strong commitment to user-centered services within an academic or research library setting
- Demonstrated ability to work independently as well as collaboratively in a complex, changing environment
- Experience managing projects in a library, academic, or information environment.

## **FACULTY APPOINTMENT RANK/SALARY**

Rank: Open

Librarians at USC have faculty status. This is a full-time, continuing appointment track position. Appointment to the continuing appointment track requires the potential to meet the University's criteria for granting continuing appointment—excellence in librarianship—which librarians achieve by having a significant impact on the development and/or implementation of high quality collections and/or services. Additionally, librarians must demonstrate the expectation of continued excellence and growth in profession expertise. Rank and salary commensurate with experience and qualifications.

For more on criteria and qualifications for the appointment, promotion and continuing appointment of librarians at USC, visit: [https://libraries.usc.edu/sites/default/files/criteria\\_document07152008.pdf](https://libraries.usc.edu/sites/default/files/criteria_document07152008.pdf)

## **BENEFITS**

Benefits include a choice of retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents). For more information about benefits see: [benefits.usc.edu](http://benefits.usc.edu)

## **APPLICATION PROCEDURE**

Applications must be submitted via USC's online faculty application website:  
<https://facultypositions.usc.edu/FAS/application/position?postingId=REQ20038895>

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), and 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee.

## **Closing date for applications: Open until filled**

For more information about this position, contact Bhagirathi Subrahmanyam, Chair of the Search Committee, at [subrahma@usc.edu](mailto:subrahma@usc.edu) .

USC is an equal-opportunity educator and employer, proudly pluralistic and firmly committed to providing equal opportunity for outstanding persons of every race, gender, creed and background. The university particularly encourages members of underrepresented groups, veterans and individuals with disabilities to apply. USC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Further information is available by contacting [uschr@usc.edu](mailto:uschr@usc.edu).