

Technical Services Librarian | Conception Abbey and Seminary Library

Position Title: Technical Services Librarian

Reports to: Library Director

Status: Full-time, non-tenure, 12-month appointment

Location: Conception Abbey, MO

Conception Abbey and Seminary Library seeks a Technical Services Librarian. Candidates with significant hands-on experience in cataloging and library systems are encouraged to apply regardless of degree background. This position is responsible for managing and maintaining the library's technical services functions, including cataloging, authority control, classification, periodic data cleanup, and oversight of the integrated library system (ILS). This role supports accurate bibliographic access and consortium participation, while assisting with other library tasks as needed. This position emphasizes practical expertise in cataloging and library systems rather than formal credentialing.

Key Responsibilities:

- Manage the library catalog, including developing, implementing, and maintaining cataloging policies and procedures with the approval of the library director.
- Catalog library materials using MARC and RDA standards, including original cataloging; assign Dewey Decimal classifications and subject headings.
- Maintain authority control and data quality in the ILS.
- Catalog and maintain local holdings records for periodicals and standing orders.
- Maintain library holdings in OCLC WorldCat.
- Prepare statistical data regarding library holdings for annual reports.
- Serve as liaison to the Mobius Consortium.
- Support collection development and acquisitions processing.
- Assist with occasional reference questions, circulation desk backup, and special projects, including inventory.
- Participate in library meetings and team activities.



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Required Qualifications

Candidates with significant hands-on experience in cataloging and library systems are encouraged to apply regardless of degree background.

- Knowledge of bibliographic standards (MARC, RDA, LCSH).
- Working knowledge of print and electronic cataloging and authority control methods.
- Strong organizational, analytical, and communication skills.
- Ability to work independently in a small-staff environment.

Preferred Qualifications

- Working knowledge of OCLC Connexion.
- Experience with the FOLIO ILS platform.
- Familiarity with the Dewey Decimal System.

Benefits

- Health, dental, and vision insurance
- Paid time off and holidays
- Retirement plan
- Opportunities for professional development

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