Work Where Science Lives

Linda Hall Library, one of the world’s foremost independent research libraries devoted to science, engineering, and technology, is seeking a Technical Services Librarian to join its Access and Digital Services team.

Our Mission

The Linda Hall Library is a guardian of the collective intellectual heritage with regard to science, technology, and engineering disciplines, a destination for advanced research and scholarship, and a center for public education in the sciences. Additionally, the Library’s grounds are maintained as an urban arboretum that is open to the public for education and enjoyment.

Why Work at Linda Hall?

The Library’s collections, programs, and extraordinary talent makes us a place where people of all backgrounds and interests can learn, invent, and explore. The brilliant and collaborative team at Linda Hall Library inspires and engages with a curious public, illuminating the connections between our collections, science, and contemporary life.

Work at a place unlike any other, surrounded by rare books, nature, and great colleagues.

JOB PURPOSE

Reporting to the Vice President of Access and Digital Services, the Technical Services Librarian enhances the patron experience by ensuring that the Library’s vast collections are discoverable and accessible. The incumbent receives and processes library materials, prepares purchase orders and invoices for the department, and performs full-level copy cataloging and original cataloging for new materials and retrospective projects.

KEY ACCOUNTABILITIES/ESSENTIAL FUNCTIONS

1. **Cataloging:** Create original catalog records or import copy catalog records for newly received and existing library materials. Evaluate existing records for accuracy and update as needed.

2. **Processing and Collections Maintenance:** Receive and prepare serials, microfilm, books, DVDs, and other new acquisitions for processing condition. Verify accuracy of shipments and receipt of ordered items in good condition. Check-in serials and monographic materials and create spine labels using the library services platform.

3. **Continuing Resources:** Maintain and update journal subscription holdings, including updating holding records, creating new item records, and working with vendors to claim missing or damaged serial and monographic materials.
4. **Acquisitions:** Create or update purchase orders and invoices for monographic or serials orders using the library services platform (Alma). Verify accuracy of shipments and receipt of ordered items in good condition.

5. **Other:** Completes all other duties as assigned or requested for the general support of the Library.

**EXPERIENCE AND QUALIFICATIONS**

- Master’s degree from an ALA-accredited institution or equivalent degree from a foreign institution.
- 1-3 years’ experience performing original or copy cataloging of print and non-print materials or completion of a cataloging class.
- Working knowledge of RDA, AACR2, LCCS, LCSH, and MARC formats and standards.
- Verbal, mathematical, and reasoning abilities sufficient to analyze invoices, work with computer databases, communicate effectively, and perform other duties.
- Working knowledge of MS Office products, including proficiency in Microsoft Outlook, Teams, Word, and Excel.

**CORE CAPABILITIES**

1. **Teamwork:** Demonstrates a capacity for internal and cross-departmental communication and cooperation. Works cohesively with others, actively participates within groups to achieve team goals, and supports other team members.
2. **Flexibility:** Embraces change in a dynamic and evolving organization and modifies behaviors to deal effectively with changes in work environments, requirements, processes, or tasks.
3. **Attention to Detail:** Produces quality outcomes by carefully checking all aspects of work to ensure accuracy, completeness, and freedom from errors.
4. **Organizing and Planning:** Arranges information, materials, timelines, and resources to accomplish objectives. Uses prioritization and effective time-management to accomplish individual and team goals.
5. **Technology Proficiency:** Demonstrates proficient use of the tools, equipment, devices, and software applications required in the role. Keeps up with new technology and software applications associated with a field of work. Learns technical skills quickly.

**WORKING CONDITIONS**

The Technical Services Librarian will occasionally handle and lift up to 40 lbs. The role requires regular overhead reaching, bending, stooping, pushing, and climbing. Additionally, the Technical Services Librarian position requires corrective vision range; ability to see color and to distinguish letters, numbers, and symbols.

The work is primarily performed in an office setting and within the Library stacks. When working with old and fragile library materials, the Technical Services Librarian may be exposed to dust and/or mold.
Culture and Perks

- **Tranquil Environment**: Work in an atmosphere of learning, a space that is conducive to both quiet contemplation and spirited collaboration. With over 220,000 square feet of library space, the Library offers large workspaces with natural light and views of the verdant Linda Hall Arboretum.

- **Generous Paid Time Off**: Full-time employees enjoy a rich paid time off benefit and a holiday schedule that includes two floating holidays. Unlike many public libraries, it is closed weekends and most evenings and offer flexible schedules.

- **Robust Retirement Plan**: The Library invests in the future of its employees and offers a substantial contribution to retirement savings in the form of an employer contribution and a match.

- **Commitment to Learning**: Linda Hall Library encourages lifelong learning and advances professional development in the forms of training, conferences, professional memberships, and other development opportunities.

- **Comprehensive Benefits Package**:
  - Medical and dental insurance
  - Flexible Spending Account (FSA) and HSA option
  - Life insurance and Paid long-term disability

- **Unbeatable Location**: Linda Hall is in the cultural heart of the city, within walking distance to Kansas City’s leading museums, verdant fountains and parks, and top local restaurants and shopping destinations.

COMPANY VALUES/STATEMENTS

The Linda Hall Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*The Linda Hall Library is an Equal Opportunity Employer M/F/D/V.*

**TO APPLY:** Submit resume, cover letter, and a list of three professional references to: [personnel@lindahall.org](mailto:personnel@lindahall.org)