

Beran Librarian, Public & Technical Services (A)

University of St. Thomas, St. Mary's Seminary, Houston, Texas

The University of St. Thomas (www.stthom.edu), a private Catholic university committed to the liberal arts and to the religious and intellectual tradition of Catholic higher education, is seeking a librarian at the St. Mary's Seminary Cardinal Beran Library. The Cardinal Beran Library, located at 9845 Memorial Drive, is a central resource for learning and research in theological scholarship for the School of Theology at St. Mary's Seminary. Beran Library also serves as a resource for the Catholic clerical, religious, and lay ecclesial ministries of the Galveston-Houston Archdiocese. The Beran Library provides resources useful in enriching the academic, pastoral, spiritual and personal skills of the communities it serves. The University of St. Thomas enrolls more than 3,700 students with its main campus located in Houston's Museum District

The Beran Librarian will report to the Beran Library Department Chair. Responsibilities include the following:

- Provides research assistance for the St. Mary's Seminary scholarly community.
- Provides on-site and online reference service including telephone, e-mail, text messaging and chat.
- Assistance with special reference projects such as creating specialized online bibliographies, checklists, holdings lists, etc.
- Offer advice and consultation to other reference librarians in the development and evaluation of the Beran reference collections.
- Supports and promotes technology use in teaching, learning and research.
- Recommends, explains, and enforces library policies and procedures.
- Performs copy and/or original cataloging, using generally recognized cataloging practices and tools such as AACR2 and OCLC.
- Maintains bibliographic data and records to ensure the integrity of the library catalog. This includes maintenance of monographic and serials records, including serials holdings lists. Must have proficiency with automated library systems.
- Performs materials acquisition duties such as ordering, receiving, and reconciling invoices.
- Responsible for the circulation of library materials, fine collection, interlibrary loan, book and periodical stack maintenance.
- Generates, maintains and analyzes statistical reports in areas of responsibilities.

- Addresses preservation issues through bindery, book repair, weeding and inventory control.
- Special assignments may be developed based on background expertise as determined by the Beran Library Department Chair.
- An occasional reference desk shift may be assigned at the Doherty Library, University of St. Thomas, at the discretion of the Dean of Libraries, Doherty Library.
- Other responsibilities may be assigned as needed.

An ALA accredited Master's in Library Science is required. Must work cooperatively and collaboratively with all members of the library staff, faculty and administration. Knowledge of, and commitment to public and technical services required. This position requires computer skills, excellent written and oral communication, and organizational skills.

This is a full-time, ten month non-tenure track faculty position. Some bending, lifting, stooping required in an office environment. Some evening and weekend hours are required.

Please email your resume, cover letter and contact information for three professional references to:

recruiting@stthom.edu

Office of Human Resources – Ref: Beran Librarian
University of St. Thomas
3800 Montrose – Houston, Texas 77006

The University of St. Thomas is an Equal Opportunity Employer