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## Cataloging Librarian Resume

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### Job Objective

To obtain a Cataloging Librarian position in an organization where I can use my skills to benefit and enrich my knowledge.

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### Highlights of Qualifications:

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- Relevant experience of handling and cataloging library information resources
  - Thorough knowledge of cataloging standards, AACR2 rules, MARC records format, and Dewey Decimal Classification
  - Commendable knowledge of automated library system and metadata standards
  - Familiarity with print and electronic reference resources and serials cataloging
  - Ability to communicate staff, patrons and public in a professional manner
  - Ability to develop and maintain original and accurate cataloging records
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### Professional Experience:

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Cataloging Librarian  
Morehead State University  
August 2012 – Present

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### Responsibilities:

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- Checked and catalogued incoming library publications and information resources.
- Created, updated and maintained all library catalogs and cataloging records.
- Instructed and assisted patrons and staff in locating and using library information resources.
- Compiled information and prepared descriptive summaries related to library materials.
- Oversaw and assisted with collection development and circulation activities, as requested.
- Interpreted and complied with standards related to cataloging and metadata.

Cataloging Librarian  
University of Denver  
May 2009 – July 2012

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### Responsibilities:

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- Ordered, cataloged and maintained all print and electronic library resources.
  - Developed, implemented, and revised cataloging policies and procedures of library.
  - Developed, updated, and uploaded library catalogs to library management system.
  - Handled and resolved catalog related queries and issues of library staff.
  - Attended staff meetings and conferences and participated in professional development programs.
  - Mentored, trained, and directed all assigned library staff and student assistants.
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### Education:

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Master's Degree in Library Science  
Fayetteville State University, Fayetteville, NC

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