



concordia historical institute

Moving Lutheran History Forward—Together

POSITION DESCRIPTION

POSITION TITLE: Archive Library Cataloger

Scheduled for 15 hours per week

ORGANIZATIONAL PROFILE

1. Mission, Vision and Purpose Statements

Mission Statement:

As the official department of archives and history of The Lutheran Church—Missouri Synod, Concordia Historical Institute serves as general advisory agency for historical interests within synodical offices, departments, educational institutions and congregations. CHI is charged with preserving and promoting Lutheran history, especially the history surrounding the LCMS. This is done through actively collecting, organizing, cataloging and preserving relevant documents, photographs, books, artifacts, and fine art — and making these historical items available to inform and inspire the church and community.

Vision Statement:

To strive to be the premier provider of Lutheran historical resources in North America.

Purpose Statement:

As the official Department of Archives and History of The Lutheran Church—Missouri Synod, Concordia Historical Institute has been charged by the LCMS (Handbook 3.6.2) and by its own Articles of Incorporation (Article II) to:

- (a) promote interest in the history of Lutheranism in North America, particularly of the LCMS;
- (b) stimulate historical research and to publish its results;
- (c) collect and preserve articles of historical value;
- (d) serve as the general advisory and correlating agency for the historical interests within the LCMS, including significant Lutheran and synodical anniversaries;
- (e) serve as the official depository for such other entities as designate CHI as their depository;
- (f) provide guidelines for the establishment of an archive-historical unit by each district, seminary, college, and university and other agencies of the LCMS.

2. Organizational Structure

CHI is organized with a board / executive director / staff model.

REPORTING RELATIONSHIPS

The Library Cataloger reports to and has regular consultations with the Archive and Library Manager.

ESSENTIAL JOB FUNCTIONS

The Archive Library Cataloger works in coordination with: Archive and Library Manager; Reference and Research Supervisor, volunteers working to organize the library and rare books.

1. Summary of the Library Cataloger Position

The Library Cataloger adds uncataloged volumes in the CHI library and Rare Book Collection to the online library catalog (Mobius/Bridges).

2. Position Responsibilities

The Archive Library Cataloger is responsible for adding volumes in the CHI library and Rare Book Collection to the online library catalog (Mobius/Bridges) with efficiency and accuracy.

3. Primary responsibilities of the Archive Library Cataloger are (but not limited to):
 - Catalog published volumes (published works, microform, DVD, etc.) using the OCLC and Mobius/Bridges administrator software.
 - Enter accurate data about each volume into the catalog.
 - Match volumes in the CHI catalog with other catalog entries from the libraries of other institutions holding the same volume (especially those in the Concordia Seminary, Saint Louis Library).
 - Work with German-language and other language titles.
 - Attaches appropriate labels to book spines.
 - Identifies volumes in need of curating.
4. Secondary responsibilities of the Archive Library Cataloger are (but not limited to):
 - Ordering cataloging supplies as needed.
 - Organizes the CHI Library Collection shelves and the “reference library” next to the researcher tables.
 - Attends Mobius/Bridges member meetings as CHI representative.

CORE COMPETENCIES

1. Cataloging Skills — Mastery of policies and guidelines in consistent and accurate cataloging of a variety of library materials.
2. Support of the Mission — Active support of the goals, priorities, procedures and initiatives of the ED and the CHI Board of Directors. Active support of making the CHI library holdings more discoverable/accessible by researchers.

QUALIFICATIONS FOR THE POSITION

1. Required
 - ALA-Accredited Master Degree in Library Science (MLS) or Library and Information Science (MLIS)
 - Three years of experience as library cataloger.
 - Administrator-level competencies with library cataloging software programs.
 - Ability to write clear and concise descriptions of library material.
 - Skills in time management and organization.
 - Appreciation for and working knowledge of history of Lutheranism in North America.
 - Understanding of distinct difference between nature of library vis-à-vis nature of an archive.
2. Preferred
 - Ability to catalog library materials not yet included in OCLC catalog.
 - Working knowledge of German terms common in publication titles and descriptions.
 - Ability to work with library materials in a variety of languages.
 - Continuing education in the area of library cataloging.

PERFORMANCE REVIEW

The Archive and Library Manager will review the mutually agreed-upon performance of the Library Cataloger at least annually. A comprehensive review will be conducted by the Archive and Library Manager and the Executive Director every two years.

CONTACT

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