Gary Public Library
220 W. 5th Avenue
Gary, IN 46402

Cataloger

Job Type: Non-Exempt
Schedule: Full Time, 37.5 hrs.
Location: Onsite (Gary, Indiana)
Salary: $34,125.00/yr. starting
Supervisory Responsibilities: No

About Us:

The Gary Public Library serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public use computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

Why Join Us:

If you are passionate about serving your community and helping ensure equitable access to books, education, and community programming, join us at the Gary Public Library. Our employees play an important role in supporting the programs, services, and resources that make a meaningful difference in the lives of Gary residents. We value professionals who bring integrity, attention to detail, accountability, and commitment to community. In return, we offer opportunities for professional growth, meaningful work, and the chance to apply your skills in an organization whose success directly supports literacy and lifelong learning.

Who We're Looking For:

The Cataloger performs original and copy cataloging, classification, authority control, and bibliographic and item-record maintenance for Library materials in multiple formats. The position ensures that catalog records are accurate, consistent, discoverable, and aligned with established standards so patrons and staff can reliably locate and access the collection.

The ideal candidate is detail-oriented, analytical, and proficient with library cataloging standards and integrated library systems. They can resolve complex record discrepancies,

manage competing priorities, collaborate across departments, and support efficient Technical Services workflows under the direction of the Technical Services Manager.

What You'll Do

As a Cataloger, you'll make the Library's collections easier to find and use by creating and maintaining accurate catalog records for print, audiovisual, digital, and other materials. You'll perform original and copy cataloging, assign classification and call numbers, apply subject headings and name authorities, and maintain bibliographic, holdings, and item records in the Library's integrated library system (ILS).

You'll also investigate and correct record discrepancies, support collection inventory and withdrawal activities, coordinate with colleagues on materials processing, and help improve catalog quality and workflow efficiency. You'll work closely with the Technical Services Manager and other departments to ensure timely, reliable access to Library resources.

What You'll Bring

- Master's degree in library science (MLS/MLIS) from an ALA-accredited program, or an equivalent combination of relevant education, training, and cataloging experience.
- Working knowledge of original and copy cataloging, Dewey Decimal Classification, subject headings, name authorities, bibliographic databases, and automated cataloging systems.
- Familiarity with MARC 21, RDA, authority control, and metadata quality practices, or the ability to develop proficiency through training.
- Ability to classify materials, verify and edit complex bibliographic records, maintain accurate holdings and item data, and resolve discrepancies using sound judgment.
- Strong attention to detail, organization, written and verbal communication, analytical problem-solving, and ability to manage multiple priorities.
- Proficiency with library technology, electronic information resources, and standard office software; ability to learn new systems and procedures.
- Ability to collaborate effectively, maintain confidentiality, and follow Library policies and established cataloging standards.
- Occasional evening or weekend availability and the ability to lift or move Library materials and supplies weighing up to 25 pounds may be required.

Full-Time Benefits

Full-time employees are eligible for medical, dental, vision, life, short-term and long-term disability insurance; PERF retirement; paid vacation and sick/personal leave; paid holidays and birthday leave; education reimbursement; and an Employee Assistance Program, subject to applicable plan terms and Library policies.

How to Apply:

Candidates interested in joining the Gary Public Library are invited to submit the following materials for consideration:

- Current resume outlining relevant education, experience, and qualifications
- Cover letter describing your interest in the position and how your skills and experience align with the role
- Three professional references, including current or former supervisors or other professional contacts who can speak to your qualifications and work performance

Please submit application materials electronically to hrgpl@garypubliclibrary.org with **“Cataloger”** in the subject line.

Applications will be reviewed as they are received, and the position will remain open until a qualified candidate is selected. Candidates are encouraged to submit their application materials promptly for consideration.

The Gary Public Library is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Reasonable accommodations may be available to qualified applicants during the application and interview process and to perform essential job functions.

Selected candidates will be required to successfully complete applicable pre-employment screening as a condition of employment.

This posting describes the general nature and level of work performed and is not an exhaustive list of all responsibilities and duties required.