



Cataloging and Acquisitions Librarian (Hybrid)

Southwestern Law School's Leigh H. Taylor Law Library is seeking a dedicated and knowledgeable Cataloging and Acquisitions Librarian to join a collaborative library team. This essential role will help manage the full life cycle of both print and electronic resources, ensuring they are discoverable, accurately cataloged, and efficiently acquired. The Cataloging and Acquisitions Librarian will work closely with the Head of Collection Services and the Systems Librarian to support the library's mission of providing seamless, high-quality access to information. The successful candidate will join a collaborative, service-oriented library team committed to innovation and excellence and work in a historic Art Deco landmark, support a vibrant academic community, and grow professionally in a supportive environment.

Primary Job Responsibilities include:

- Coordinate the acquisition of both print and electronic library materials
- Create order records and ensure timely invoice processing
- Serve as the main point of contact for vendors on renewals and billing
- Maintain up-to-date financial records, including orders, purchase orders, invoices, and budget tracking
- Monitor trends in acquisitions, licensing, and collection development
- Perform original and copy cataloging (MARC) as needed
- Lead metadata/cataloging projects and bibliographic maintenance
- Evaluate and process electronic data for improved resource discoverability
- Collaborate with colleagues to create and enhance bibliographic and item records in the ILS

Required Knowledge, Skills, and Abilities:

- MLS/MLIS (or equivalent) degree from an ALA-accredited program
- One to three years of academic library experience in cataloging, metadata, or acquisitions

- Strong analytical, problem-solving, and time-management skills
- A detail-oriented approach and the ability to juggle multiple tasks efficiently
- Excellent interpersonal and communication skills
- Knowledge of cataloging standards and metadata schemas, including MARC, RDA, AACR2, Dublin Core, MODS, EAD, and BIBFRAME
- Comfortable producing and interpreting data and statistics

Preferred Knowledge, Skills, and Abilities:

- Experience with both cataloging and acquisitions.
- Experience using MarcEdit
- Basic understanding of licensing and copyright issues
- Experience cataloging special collections materials
- Knowledge of data management and data curation best practices

Salary: \$80,000/yr.

To Apply: For full consideration, submit a cover letter, CV, and three professional references to jobs2@swlaw.edu.

About the Leigh H. Taylor Law Library

Southwestern Law School's Leigh H. Taylor Law Library is housed in the historic Bullocks Wilshire Building. Designed by renowned Los Angeles architects John and Donald Parkinson and conceived by business partners John G. Bullock and P.G. Winnett, the Bullocks Wilshire Building operated as a luxury department store for more than 60 years. In 1994, Southwestern purchased the art deco landmark and set out to convert it into a dynamic academic venue, while retaining its historic character. Through its adaptive reuse, the law school now utilizes the building for cutting-edge scholastic, professional and social resources that represent the heart of the Southwestern community. The school's beautiful and expansive Leigh H. Taylor Law Library, which occupies about one-third of the building, is the second-largest private academic law library in California.

About Southwestern Law School

Diverse, Engaged, Inspiring. This is Southwestern Law School, which has a history of public service, innovative teachers, brilliant scholars, and trailblazing alumni. The vibrant mid-city campus provides the ideal setting for the study of law, fostering an emphasis on community, diversity, and public service. Founded more than 110 years ago, Southwestern has developed a reputation for graduating lawyers who are well-rounded, entrepreneurial, and prepared to succeed. Southwestern has created a welcoming

student-centered oasis within the vibrant city center of Los Angeles and includes one of the city's most historic architectural landmarks—the iconic Bullocks Wilshire building. This art-deco masterpiece is at the heart of the campus, which sits in the middle of the Los Angeles “public service corridor.” Southwestern is the only law school to offer five J.D. programs that differ in both scheduling and instructional approach. Southwestern is a leader in curricular innovation and expertise, particularly in the areas of entertainment and media law, advocacy, and public interest.

Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military status or service, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs (including retention of students) or activities Southwestern operates. Please direct all inquiries regarding Southwestern's nondiscrimination policies to:

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