

Cheltenham Township Library System

Part-Time Bibliographic Editor (24 hours/week)

The Cheltenham Township Library System is seeking a detail-oriented **Bibliographic Editor** to help ensure our collections are accurately cataloged and easily discoverable for our community. This role is ideal for an experienced cataloger who enjoys working with metadata, improving record quality, and collaborating with colleagues across a library system and consortium.

Our team values a workplace culture that is welcoming, supportive, and collaborative, and we are looking for someone who shares that commitment.

Applications received by **March 20, 2026**, will receive priority consideration.

Schedule & Pay

- 24 hours per week, with some schedule flexibility
- Starting pay: \$24.93 per hour

Part-time benefits include:

- Paid vacation time
- Paid sick leave
- Life insurance
- Employee Assistance Program

Key Responsibilities

- Perform original and copy cataloging for materials in multiple formats using RDA, MARC, Dewey Decimal Classification, and Library of Congress Subject Headings.
- Maintain and enhance bibliographic and item records in the integrated library system.
- Review and edit records to improve consistency, accuracy, and discoverability.
- Ensure cataloging practices align with consortium guidelines and national standards.
- Provide guidance to staff responsible for labeling, packaging, and preparing materials for circulation.
- Collaborate with consortium colleagues to resolve record discrepancies and implement cataloging policies.

Qualifications

- High school diploma or college degree and **at least two years of cataloging or technical services experience**, or an equivalent combination of education and experience.
- Knowledge of and experience with RDA, MARC, Dewey Decimal, and Library of Congress Subject Headings.
- Experience with an integrated library system (such as Polaris) preferred.
- Strong attention to detail and organizational skills.

Applicants should email a [completed application](#), resume, and cover letter in PDF format to the following address: ctllibsys@mclinc.org