

**Cataloging and Acquisitions Assistant (6759C), Library  
Administration - 83139  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=269633>

Downloaded On: Dec. 23, 2025 10:26pm

Posted Dec. 23, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Cataloging and Acquisitions Assistant (6759C), Library Administration - 83139
<b>Department</b>	Bancroft Library
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 23, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Library
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**Job Description**

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**Cataloging and Acquisitions Assistant (6759C), Library Administration - 83139**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

The Bancroft Library is the primary special collections library at UC Berkeley, and one of the largest and most heavily used libraries of manuscripts, rare books, and unique materials in the United States. Bancroft supports major research and instructional activities and plays a leading role in the development of the University's research collections.

### Position Summary

The Cataloging and Acquisitions Assistant plays a vital role in ensuring both intellectual and physical access to Bancroft Library's collections. Working cross-functionally between the Acquisitions and Cataloging Units, this position independently performs copy and original cataloging, maintains catalog records, supports bibliographic acquisitions and collections control, collects cataloging and acquisitions statistics, and assists with preparing materials for shelving. The role also provides oversight and training for student employees, who work in a variety of functions supporting cataloging, shelf-ready processing, and acquisitions activities.

In order to perform this work, this position follows national library descriptive cataloging standards, such as Resource Description and Access (RDA) and Descriptive Cataloging of Rare Materials (DCRM), and applies access points from the Library of Congress Name Authorities File, Library of Congress Subject Headings, and controlled vocabularies thesauri (e.g., LCGFT, RBMSCV), and classifies them according to Library of Congress Classification. The position follows local policies to add copy-specific information that is valuable to users of special collections materials, such as binding descriptions and provenance (previous ownership) notes and access points.

### Application Review Date

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The First Review Date for this job is: 12/30/2025. For full consideration, please apply by 01/20/2026.

## Responsibilities

### Cataloging:

- Perform complex copy cataloging of books in a variety of languages; add descriptive metadata to brief records, as needed; assign subject headings and form/genre terms; assign classification and/or cutter call numbers based upon existing subject headings or local guidelines.
- Evaluate local collection information determined by curatorial and acquisition staff for treatment of provenance and acquisition history; add provenance notes and access points to individual records.
- Perform original cataloging for items without existing records, including monographs, broadsides, audiovisual materials, and multi-volume sets.

### Acquisitions Support:

- Complete bibliographic searching, ordering and receiving of materials for the acquisitions unit. Including verification and condition assessment of bibliographic materials in comparison with catalog or sellers descriptions.
- Receive and confirm items, unpacking boxes, scanning invoices and updating internal tracking logs for incoming materials.
- Occasionally support work in the field on bibliographic collections.
- Support acquisitions and cataloging workflows by ensuring a strong integration between the two units.
- Support the collection of bibliographic acquisition and cataloging statistics.

### Monographic Processing:

- Process and resolve issues with vendor-supplied records.
- Perform complex bibliographic maintenance in Alma.
- Verify and update catalog records for changes in title, publisher, or frequency.

### Serials Processing:

- Receive, check in and process newly received serial issues.
- Claim missing issues with the vendor or publisher.
- Perform original or copy cataloging for newly acquired serial titles.
- Update and maintain serial holdings records; create summary holdings notes.

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**Student Support:**

- Hire, train, and supervise 2-4 student employees working on projects in both the Acquisitions and Cataloging units.
- Oversee student projects including serials receiving and processing, as well as marking and labeling of books and other materials.
- Train students in safe handling of rare and special collections materials.
- Provide quality control and coordinate with stacks management staff to move materials into circulation.

**Reference:**

- Serve one two-hour shift per week on Bancroft's Reading Room desks.

**Required Qualifications**

- Knowledge of MARC21 Bibliographic Formats, RDA, DCRM, LC Classification, and LC Subject Headings, genre/form terms from various thesauri (e.g., LCGFT, RBMCSV).
- Familiarity with OCLC Connexion and Integrated Library Systems (ILS).
- Advanced problem-solving skills and decision-making ability.
- Attention to detail.
- Familiarity using OCLC Connexion for library cataloging activities.
- Ability to determine correct classification, resolve cataloging discrepancies, and perform record maintenance.
- Applicants for positions in the Library Assistant series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

**Preferred Qualifications**

- Ability to read at least one non-English language (preferably Spanish).
- Experience working in the Alma ILS environment.
- Research skills in historical, biographical, and genealogical databases (to provide background information in support of the creation of name authority records).
- Familiarity with bibliographic editions and attention to detail in comparing a catalog description to books in hand.
- 2 years of experience in library cataloging.

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- Bachelor's or associate degree in library information technology or in a related area and/or equivalent experience/training.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$33.48 (Step 5) - \$39.19 (Step 12).

- This is a non-exempt, biweekly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>
- This is not a visa opportunity. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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