Job posting - Metadata Cataloger (Temporary Off-Site)

Kong & Park USA, Inc.

1440 Renaissance Drive

Park Ridge, IL 60068

POSITION TITLE: Temporary Off-Site Metadata Cataloger (Korean-language resources)

SALARY: Starting from $21.50 per hour

POSITION STATUS: Open until filled

Company description

Kong & Park has been distributing English language books published in Korea around the world. Additionally, we receive orders from university libraries and local distributors worldwide for books published in Korea. Our primary customers are the public and university libraries that serve the Korean population or have Korean studies programs.

Job Description

This position is temporary and eligible for remote work. Working hours are adjustable according to personal needs, and compensation will be paid accordingly. The cataloger will catalog Korean language monographs in MARC21 format. The cataloger will receive necessary information from the company and must ensure that the data is correct, complete, and matches the book accordingly.

Details are to be discussed during an interview.

Primary Responsibilities

* Perform original & copy cataloging Korean language materials (some materials contain Chinese characters) using RDA standard in MARC format, following LC guidelines
* Ensure compliance with national and local standards such as MARC 21, LCSH, LCCS, OCLC, LC cataloging practices, and other appropriate cataloging and metadata standards
* Check bibliographic, holdings, and item information as needed to ensure accuracy and completeness of information for full MARC record

Required Qualifications & Skills

* Bachelor’s degree
* Fluency in written and spoken Korean, including Hanja (Chinese characters)
* Original cataloging experience
* Familiarity with Library of Congress classification and subject headings
* Familiarity with national and international metadata standards and metadata schemas, including MARC 21 and RDA
* Familiarity with the McCune-Reischauer Romanization system
* Detail-oriented with good organizational skills
* Able to work productively and independently

Preferred Additional Qualifications & Skills

* Proven experience in using computer applications for cataloging
* Working knowledge of OCLC Connexion, ExLibris, NACO, BIBCO, or other PCC programs

Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.

If you are interested in this position, please send a cover letter and résumé/CV to knpa@kongnpark.com