

**DECEMBER 19, 2025**

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

**POSITION:** Cataloger – Acquisitions Department (PT Non-Exempt)

**HOURS:** 24 hours per week, including days, nights, and weekends on a flexible basis

**DESCRIPTION:** Reports to the Head of Acquisitions and assists the public by processing and cataloging library materials. May help at the Patron Services Desk as needed.

**RESPONSIBILITIES:**

- Transports and corrects all bibliographic records from OCLC, Ingram, and other library systems.
- Uses OCLC WorldShare Record Manager to search for, prepare, and download MARC records into Polaris/Leap.
- Performs original and copy-cataloging in the Polaris client.
- Creates authority records as needed and modifies bibliographic records in accordance with RDA standards.
- Creates on-order bibliographic and item records.
- Orders memorials and miscellaneous vendor orders.
- Receives, invoices, pays for, and links incoming materials in the Integrated Library System.
- Processes and links all materials as required

**MINIMUM QUALIFICATIONS:**

- Associate degree or equivalent in a related field; minimum 2 years of experience cataloging in a public library.
- Knowledge of RDA, MARC21, AACR2, and Dewey Decimal Classification standards.
- Strong customer service skills across phone, online, and in-person interactions; enthusiastic approach to public library service.
- Proficient with Microsoft Office and ability to quickly learn new systems and technologies.

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Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321  
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300

- Effective oral and written communication; able to explain complex information clearly.
- Strong critical thinking, problem-solving, and decision-making abilities.
- Excellent organizational skills with attention to detail, time management, and flexibility.
- Ability to work effectively with diverse audiences and maintain positive working relationships.
- Consistently produces accurate, high-quality work with minimal errors.
- Able to troubleshoot issues, gather information, and draw valid conclusions.
- Understands and correctly interprets Library policies and procedures; maintains confidentiality per the Library Privacy Act.

**PREFERRED QUALIFICATIONS:**

- Experience working with an integrated library system, preferably Polaris.
- Working knowledge of OCLC WorldShare Records Manager.

**PHYSICAL REQUIREMENTS:**

Ability to lift or carry up to 30 lbs., push or pull carts up to 50 lbs., and sit, stand, walk, bend, reach, and stoop for extended periods. Must have sufficient vision, hearing, and speech to perform job functions.

**HOURLY RANGE:** \$18.13–\$20.05 per hour

**BENEFITS:** Vacation, sick leave, and holidays, defined contribution plan, life insurance

**APPLICATION:** [Application](#), cover letter, and resume accepted through **Friday, January 16, 2026, at 5:00 PM**

To: Farmington Community Library  
Attn: Crystal Peterson  
32737 W. Twelve Mile Road  
Farmington Hills, Michigan 48334  
Electronically to: [Crystal.Peterson@farmlib.org](mailto:Crystal.Peterson@farmlib.org)