

Cataloger

Job Description

The Cataloger performs original and copy cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for the libraries. This position also resolves cataloging problems and aids in the maintenance of the online catalog. The Cataloger provides advice, offers demonstrations and provides information on best practices and up-to-date policies in cataloging services. As assigned, leads system wide projects in the department working collaboratively with project partners in a team environment.

Essential Duties and Responsibilities:

- Perform original (including complex) and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials.
- Maintain authority records and perform needed authority work in the database.
- Consult with libraries in order to resolve cataloging and database problems, report trends in bibliographic services, answer questions, transmit information, and discuss options for handling library materials.
- Develop and deliver training programs to member library staff and others.
- Perform database maintenance for bibliographic and authority records.
- Maintain the integrity of the integrated library system through authority file control.
- Loads MARC record files for member libraries and communicates necessary changes.
- Assist in preparing statistical and other reports and analyses.
- Attend conferences, workshops and training sessions as part of on-going professional development.
- Places orders for new materials, receives shipments, checks in newly acquired materials, and responsible for distributing materials to member libraries.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of AACR2 and other cataloging rules and interpretations and MARC format.

- Thorough knowledge of Dewey Decimal Classification system and Library of Congress subject headings and other cataloging factors.
- Considerable knowledge of English and math.
- General knowledge of wide range of subjects in order to appropriately classify and select materials for the collection.
- Working knowledge of automated library systems and online databases.
- Working knowledge of patron needs and interests.
- Working knowledge of print, non-print and electronic resources available from a wide number of sources, including publishers, the Internet, and library and vendor-based systems.
- Knowledge and support of the principles of intellectual freedom.
- Knowledge of technical services functions and services.
- Good oral and written communication skills.
- Ability to travel as required. (Have a valid driver's license, proof of auto insurance and dependable transportation).
- Other duties as assigned.

Specific Ability To:

- Recognize and set priorities and organize and coordinate own work.
- Use diplomacy and tact to establish and maintain positive relationships with internal customers, subordinates, peers, vendors, and patrons.
- Manage time to maximize productivity.
- Operate with a minimum of supervision and work collaboratively in a team environment to resolve problems.
- Operate computers, printers, copiers, and any other equipment commonly utilized in a functional area.
- Ability to navigate databases and Microsoft applications such as Word and Excel.

Specific Skill In:

- Use of computer hardware and software including the internet and electronic databases.
- Diagnosing problems and developing solutions.
- Listening to, understanding, interpreting and effectively responding to the concerns of system users.
- Establishing and maintaining good customer relations and good staff relations.
- Working collaboratively within a team and as a team lead.

- Developing, documenting and implementing new systems, procedures and practices across the system.
- Providing work direction and general support to subordinate staff.

Physical Requirements:

- Primarily sedentary work performed within an office environment, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking, climbing, balancing and sitting.
- Requires the ability to exert up to 30 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Ability to push a loaded book truck weighing up to 300 pounds.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Must be able to concentrate on detailed information over an extended period of time.

Reports to: This position reports directly to the County Library Director.

Desired Minimum Qualifications:

- Master of Library and Information Science Degree from an ALA accredited library school is preferred; however, a Bachelor's Degree with a minimum of 3 years' relevant experience working in a public library and familiarity with automated integrated library systems and online searching will be considered.
- Three years' experience in original and copy cataloging and classification of all formats of library material using Dewey Decimal and Library of Congress (LC) classifications, LC subject headings, machine-readable cataloging (MARC) records, and experience with computerized cataloging databases.

Salary Range: \$15.00 an hour + Depending on experience

Approved by Library Board: November 19, 2015

Revised On: