



Illinois Heartland Library System

Position Description

Position Title: Cataloger

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 8

Summary:

The Cataloger performs original and copy cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for libraries. This position also resolves cataloging problems and aids in the maintenance of the online catalog. As part of the SHARE team, the Cataloger provides advice, offers demonstrations, and provides information on best practices and up-to-date policies in cataloging. This is accomplished by keeping up-to-date on relevant programs and services that enhance the ability of library staff to provide quality information to patrons in an effective and efficient manner.

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.
- Provide inventory support for new SHARE members.
- Develop and delivery training programs to member library staff and others.
- Provide support to SHARE members in the administration of their automation accounts.
- Develop constructive and cooperative working relationships with internal staff, staff from member libraries, and other relevant community leaders.
- Keep records of inquiries, complaints, and comments, as well as actions taken for members.
- Provide accurate and timely information in a language and format that is easily understood by members and colleagues.
- Perform database maintenance for bibliographic and authority records.
- Loads MARC record files for member libraries and communicates necessary changes.

Cataloger (continued)

- Maintain the integrity of the integrated library system through authority file control

Minimum Education and Experiences:

- MLS degree from an ALA accredited library school with coursework in cataloging or equivalent work experience 2:1 or 12years
- 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 Anglo-American Cataloging Rules or a LTA and at least a five years experience in original and copy cataloging. Experienced with computerized cataloging databases.
- Demonstrates effective written and oral communication as well as group process techniques.

Licenses or Certifications Required: Valid driver's license or other certification to travel.

Knowledge, Skills, and Abilities Required:

- Good working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- Excellent knowledge of computerized cataloging.
- Excellent knowledge of standard bibliographic sources, bibliographic form, and verification tools.
- Good knowledge of professional library theories, issues, and trends.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Good oral and written communications skills.
- Ability to establish and maintain effective working relationships with IHLS staff, and staff from other libraries.
- Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.

Cataloger (continued)

- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- 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.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

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