



Job Description

JOB TITLE: Librarian Cataloger

DEPARTMENT: Technical Services

IMMEDIATE SUPERVISOR: Manager, Technical Services

PAY LEVEL: 8

PART-TIME _____ **FULL-TIME** X

NON-EXEMPT X **EXEMPT** _____

SUMMARY STATEMENT: Under the direct supervision of the Manager of Technical Services this staff member performs original and copy cataloging of materials in all formats, and authority work in accordance with local and national standards, and contributes to a shared POLARIS database and OCLC.

DUTIES AND RESPONSIBILITIES:

- Assists Technical Services Manager in accurate original and complex copy cataloging of materials in all formats, especially Audio-Visual.
- Accurately uses MARC formats, Dewey decimal classification, RDA, LCGFT, LCSH, and other specialized methods or standards.
- Keeps informed of current library trends and new developments in cataloging.
- Copy cataloging: searches OCLC for bibliographic records, determines appropriate records, exports bibliographic records, performs descriptive and subject cataloging in accordance with local and national cataloging standards.
- Original cataloging: creates original MARC format bibliographic records in accordance with national standards in OCLC.
- Updates holdings in OCLC.
- Assigns classification and call numbers to library materials.
- Adds and/or edits bibliographic and item level information in local database as necessary for newly cataloged materials.
- Participates in activities of professional organizations and Pinnacle (our library consortium), by attending workshops, seminars, and meetings. Brings this knowledge back to the library by sharing information with and training other staff.
- Re-catalogs or reclassifies older materials as requested.
- Keeps up-to-date with cataloging issues, standards, and documentation.
- Collaborates with library public service staffs to provide improved patron access to the catalog.
- Maintains documentation of local cataloging practices.
- Participates in departmental initiatives and helps facilitate departmental projects and goals.
- Prepares monthly reports of activity. Maintains and provides statistical reports on a monthly, annually and as-needed basis.
- Assists with the processing and repair of library materials when necessary.
- Other duties as assigned.

QUALIFICATIONS:

- Masters of Library Science.
- Experience cataloging in MARC and OCLC bibliographic formats and standards
- Have a thorough understanding of RDA and descriptive cataloging.
- Have a thorough understanding of MARC and how RDA principles translate into MARC.
- Have a thorough understanding of OCLC and how to create an original record on OCLC.

- Have a thorough understanding of subject analysis using Library of Congress Subject Headings and any other appropriate thesauri.
- Have a thorough understanding of authority records and authority control.
- Have a thorough understanding of classification using appropriate schemes, i.e. Dewey Decimal Classification, Library of Congress Classification.
- Ability to accurately complete original and copy cataloging, perform authority control and catalog maintenance in an online catalog.
- Working knowledge of cataloging tools and standards.
- Current experience with an integrated library system, POLARIS preferred.
- Familiarity with current trends in cataloging and emerging library technologies.
- Ability to type with speed and accuracy.
- Ability to work cooperatively and effectively with other library staffs.
- Ability to operate in an online, networked and hands-on environment.
- Good verbal, written, and training skills.
- Ability to relate to library patrons of all ages in a positive, patient, and effective manner.
- Ability to establish and maintain effective work relationships with co-workers.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively.
- Ability to meet the physical requirements of the position.
- Ability to work a variety of hours, including evenings and weekends.
- Ability to operate all equipment necessary to perform job duties.
- Ability to work with minimal supervision.
- Knowledge of Spanish language skills is a plus.

ACCOUNTABILITIES:

- Accountable for accurate cataloging derived from OCLC records.
- Accountable for accurate and timely full bibliographic access to all formats.
- Accountable for following library rules and policies.
- Accountable for courteous, tactful, and positive library service to patrons.
- Accountable for completing work in a timely manner.
- Accountable for accuracy and completeness of copy cataloging.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in an office setting with minimal exposure to health or safety hazards. Substantial time is spent working on a computer. This work typically requires the following physical activities: sitting, walking, bending, stooping, reaching above shoulder height, finger dexterity, repetitive motions, talking, hearing and visual acuity. May have to lift files, supplies, furniture or fixtures on occasion. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Apply to Linda Ling at lling@jolietlibrary.org with a cover letter, resume and three references.