Position Title: **Cataloger 3**

**FLSA:** Exempt  
**Location:** All

**Employee Type:** Full-time  
**Pay Type:** Salaried

**Fiscal Classification:** Library Professional  
**Salary Grade:** 8

**Summary:** The Cataloger 3 performs original cataloging, database maintenance, authority control, and provides training and inventory support for libraries. This position also resolves cataloging problems and aids in database maintenance. The Cataloger provides advice, offers training or presentations, and provides information on best practices and up-to-date policies in cataloging. This is accomplished by keeping current on relevant programs and services that enhance the ability of library staff to provide quality information to patrons in an effective and efficient manner. Cataloger 3 will assist in the training of new member catalogers and new SHARE catalogers up to an advanced cataloging level. This position also identifies the need and provides direction regarding maintenance of the Integrated Library System (ILS) database to include changes to system configuration.

**Essential Duties & Responsibilities:**
- Performs original and complex cataloging of all formats of library materials to facilitate their identification, access, and use.
- Maintain the integrity of the bibliographic database to include adding, deleting, and editing bibliographic records, as well as authority control.
- Trains SHARE members on cataloging and updates to cataloging standards.
- Develop training programs to library staff and others, including training on more advanced concepts, classification systems, and the overall SHARE training program for new catalogers.
- Interpret and apply Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification Systems, Resource Description and Access (RDA), and OCLC’s Bibliographic Formats and Standards in cataloging and classifying library materials.
- May be required to help hire, train, supervise, and evaluate SHARE Bibliographic Services staff and interns.
- Keep records of inquiries, complaints, and comments, as well as actions taken for library staff.
- Consult with libraries to resolve cataloging and database problems, report trends in bibliographic services, answer questions, transmit information, and discuss options for handling library materials.
• Write and maintain cataloging policies and manuals, as well as maintain cataloging content on the IHLS (Illinois Heartland Library System) website.
• May prepare statistical reports.
• Develop constructive and cooperative working relationships with internal staff, staff from libraries, and other relevant community leaders.
• Keep records of inquiries, complaints, and comments, as well as actions taken for library staff.
• Provides accurate and timely information in a language and format that is easily understood by members and colleagues.

Supervised by: SHARE Bibliographic Services Manager

Supervises: None

Minimum Education and Experience:
• MLS from an ALA-accredited library school or 2:1 work experience, 12 years
• Five years professional experience in original cataloging.
• Five years’ experience in original cataloging experience.
• Experience cataloging in OCLC (Online Computer Library Center), Connexion, and Polaris highly preferred.

Licenses or Certifications Required: Valid driver’s license or ability to travel.

Knowledge, Skills, and Abilities Required:
• Excellent knowledge of the principles and procedures of professional library work including methods, practices, techniques of library cataloging and classification.
• Extensive knowledge of standard bibliographic sources, bibliographic forms and verification tools.
• Good knowledge of computerized cataloging, bibliographic and circulation system databases.
• Knowledge of professional library theories, issues, and trends.
• Knowledge of current library technologies.
• Knowledge of principles and methods for curriculum and training design, teaching, and evaluation for individuals and groups.
• Knowledge of business and management principles involved in planning, resource allocation, human resource functions, leadership technique, production methods, and the coordination of people and resources.
• Ability to set goals and deadlines for staff.
• Ability to analyze internal processes and recommend and implement procedural changes to improve operations.
• 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 logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
• Ability to use a computer and Microsoft applications such as Word and Excel.
• Ability to establish and maintain effective working relationships with other staff, government representatives, and member libraries.
• Ability to be timely in responding to requests.
• Ability to perform detail-oriented tasks.
• 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, writing, and talking.
• 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.
• Must be able to concentrate on detailed information over an extended period.
• Prolonged use of a computer with continuous sitting.

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.

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Employee (Print Name)

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Employee Signature

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Supervisor (Print Name)

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Supervisor Signature

Approved June 2012
Revised June 2014
Revised April 2021
Revised February 2022