Job Description

Cataloging Librarian

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department:</th>
<th>Collection Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade:</td>
<td>FLSA Code:</td>
<td>E</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Typical Schedule:</td>
<td>Head of Collection Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekdays; evenings and weekends as assigned</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>Date:</td>
<td>Donna Dunn</td>
</tr>
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<td></td>
<td></td>
<td>7/13/2017</td>
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</tbody>
</table>

Job Summary

The Cataloging Librarian serves as the lead cataloger and is responsible for the cataloging and classification of all library materials.

This position does not have any supervisory responsibilities.

Essential Functions & Responsibilities

Primary

- Serves as a resource for cataloging questions and changes
- Provides input to solve inter- and intradepartmental issues
- Assists in the training of new Collection Services staff members
- Assists in evaluating and recommending new technologies for the department, and trains other department staff on the use of these technologies
- Makes cataloging decisions in the absence of the Head of Collection Services
- Contributes to and maintains the cataloging procedure manual
- Utilizes the OCLC database for adaptive cataloging of new materials to create enhanced MARC cataloging records according to national standards and local practices
- Classifies library materials using the current Dewey Decimal Classification (DDC23)
- Understands both American-Anglo Cataloging Rules (AACR2) and Resource Description and Access (RDA) for descriptive cataloging
- Promotes database quality control by locating or creating the necessary authority records
- Communicates with processing staff to insure correct labels, covers, and stamps are placed on cataloged items
Participates in special cataloging, database cleanup, reclassification, and re-packaging projects, as assigned
Revises collection codes for materials, as requested
Withdraws deselected library materials from the catalog
Prepares monthly statistical report of cataloged materials
Works at the reference desk, as scheduled
Attends scheduled meetings and training, as required
Maintains awareness of overall library functions, projects, and goals
Represents the library in a positive fashion at all times

Secondary

Participates in professional development and continuing education, as appropriate
Keeps current on trends and issues in library practices and philosophy
 Understands and demonstrates the Standards of Public Service
Performs other duties, as assigned

Education Requirements

The _minimum level of formal education required to perform this job is checked._

- [ ] Some high school
- [ ] Bachelor's Degree
- [ ] High school diploma or GED
- [x] Master's Degree/MLIS
- [ ] Associate’s Degree
- [ ] Other:

Training, Skills, Knowledge, and/or Experience

Required

- Minimum of three (3) years of successful library experience as a professional cataloger
- Working knowledge of AARC2 and RDA cataloging rules, MARC formats, DDC23, authority control, and cataloging techniques and procedures
- Excellent written and verbal communication skills
- Ability to provide reference assistance and instruction services
- Ability to adapt to evolving technology
- Working knowledge of technology to include: Microsoft Windows and Office applications, Google Suite applications, and the internet
- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred
- Working knowledge of Sirsi/Dynix Horizon ILS
- Successful employment experience in a public library

Physical Requirements

<table>
<thead>
<tr>
<th></th>
<th>Constantly (¼ or more of the time)</th>
<th>Frequently (¼ - ⅓ of the time)</th>
<th>Occasionally (⅓ or less of the time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Standing</td>
<td>☐</td>
<td>✓</td>
<td>☐</td>
</tr>
<tr>
<td>Walking</td>
<td>☐</td>
<td>✓</td>
<td>☐</td>
</tr>
<tr>
<td>Bending/stretching</td>
<td>☐</td>
<td>✓</td>
<td>☐</td>
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<tr>
<td>Stooping/kneeling</td>
<td>☐</td>
<td>☐</td>
<td>✓</td>
</tr>
<tr>
<td>Pushing/pulling</td>
<td>☐</td>
<td>☐</td>
<td>✓</td>
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<tr>
<td>Reaching overhead (up to 75” high)</td>
<td>☐</td>
<td>☐</td>
<td>✓</td>
</tr>
<tr>
<td>Lifting/carrying/moving (up to 50 pounds)</td>
<td>☐</td>
<td>☐</td>
<td>✓</td>
</tr>
<tr>
<td>Reading/analyzing/interpreting data</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Viewing/working at a computer</td>
<td>✓</td>
<td>☐</td>
<td>☐</td>
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</table>
| Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions | ☐ | ☐ | ✓
Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

______________________________
Employee Signature

___________
Date