

I. DEPARTMENT: Cataloging

II. POSITION: Cataloging Assistant

III. CLASSIFICATION: LIBRARY ASSISTANT II

IV. NAME OF INCUMBENT: Vacant

V. POSITION NO. 1119

VI. JOB PURPOSE:

One member of the team that catalogs library materials and creates and maintains the database that supports the online catalog for the University Libraries. Performs a variety of activities related to the cataloging of materials according to national standards to make the Libraries' resources available and useable.

VII. DUTIES AND RESPONSIBILITIES

- A. Creates bibliographic records, at the difficult level, for library materials using the second highest level of records available in the Online Computer Library Center (OCLC) database and applying national standards.
 - 1. Performs cataloging of monographic print material, multi-part monographic material (open entries), and serials currently received or older library holdings (retrospective conversion) using machine-readable cataloging records (MARC) produced by major libraries; edits the records to ensure that they meet current national standards; inputs records and produces shelf list cards when required; verifies personal and corporate names, Library of Congress subject headings, series, and uniform titles; exports records into the Libraries' integrated library system and creates item records.
 - 2. Adds copies or volumes of serial or multi-part monographic material with existing MARC records in the online catalog; may change various MARC fields or add notes to the records; maintains shelf list record of receipt data for serials; barcodes and creates item records; types spine labels.
 - 3. Transfers serial or multi-part monographic material from one location to another; corrects all necessary codes.
 - 4. Selects correct bibliographic records for monographic or serial material from the (OCLC) database, edits the records to meet current national standards; verifies personal and corporate names, Library of Congress subject headings, series, and uniform titles; overlays damaged bibliographic records or order records if required.
- B. Corrects and/or updates records at the difficult level that already exist in the Libraries' online database.

1. Withdraws monographic and serial materials from the Libraries' online catalog, corrects and updates all necessary files, and notifies OCLC for withdrawal of last copy owned.
 2. Updates and corrects bibliographic and item records in the online catalog to meet current national standards as part of ongoing database maintenance; in item records moves volume designations from call number field to enumeration field.
- C. When workload dictates, creates and/or corrects bibliographic records, at the simple level, for library materials using the highest level of record available in the Online Computer Library Center (OCLC) database and applying nationally accepted standards.
- D. Participates in Department wide responsibilities, projects, and activities.
1. Maintains knowledge of library policies and procedures and computer skills through attendance at meetings of library and departmental staff and training classes.
 2. Serves as liaison for Cataloging with other departments or branch libraries, as appropriate.
 3. Assists in training of new employees.
 4. Participates in individual and group meetings related to the work of the Department and/or the University Libraries.
 5. Compiles and submits statistical data, on established schedule or as requested, on all work performed using departmental forms or submission mechanisms.
- E. Performs other duties as assigned.
1. Serves on library committees and task forces as assigned.
 2. Undertakes other tasks assigned by the department head or the dean of libraries.
- VIII. DIRECTION RECEIVED:
Reports to Department Head or her designee when appropriate.
- IX. DIRECTION GIVEN:
May supervise student assistants assigned to work in the department.
- X. JOB SPECIFICATIONS
Requires an Associate's degree and at least one year of appropriate work experience. An equivalent combination of education and experience might be two years of college and four years of relevant work experience.
- XI. SPECIAL CONDITIONS
This is a full-time permanent position requiring a 37.5-hour workweek. While the primary work schedule for this position is 8:00 a.m. to 4:30 p.m., Monday through

Friday, the workdays and schedule may be modified to accomplish specific projects or fit a particular staffing need of the library.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Comfort and dexterity with using computers and computerized information systems in a work setting.
- B. Ability to work with minute details with a high level of accuracy and care.
- C. Knowledge of basic cataloging procedures and practices using appropriate standards.
- D. Ability to learn, understand, and implement local and national library standards, policies, and procedures that apply to the University Libraries' Cataloging Department.
- E. Ability to evaluate situations and make appropriate, mature decisions.
- F. Good verbal and written communication skills and interpersonal effectiveness.
- G. Ability to work on multiple tasks simultaneously and to meet established timelines for completing tasks.
- H. Good problem solving skills, including recognizing non-standard library practices and the ability to bring detailed work to a conclusion.
- I. Ability to establish and maintain effective working relationships in an organizational environment with highly diverse supervisors, other employees, students, and the public.
- J. Ability to work independently or as a part of a team while meeting deadlines and maintaining expected levels for quality and quantity of productivity.
- K. Ability to maintain a positive attitude while coping with organizational change.
- L. Ability to recognize the limits of the authority of this position and know when to appropriately refer matters to a higher authority.

XIII. WORKING CONDITIONS

Technologically oriented academic research library where the Cataloging Department is responsible for maintaining the accuracy and integrity of the online database that is the foundation for the Library Catalog. Position has an extensive technical service component but also involves some contact with the general public. Position requires some standing, walking, and reaching. Incumbent must be able to bend, stoop, reach overhead, and lift up to 30 pounds. Incumbent might sometimes need to climb on ladders to locate and retrieve materials on higher shelves. Responsibilities may require that the incumbent push and/or pull wheeled book trucks weighing up to 300 pounds.

Description last updated: April 2016