

University of Memphis, University Libraries
Position Description - Catalog Librarian

I. DEPARTMENT: Cataloging

II. POSITION: Catalog Librarian, General

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant

V. POSITION NO.: 3337

VI. JOB PURPOSE:

This faculty position is one of a team of librarians that assist the Department Head in providing leadership and direction for the Cataloging Department. As a member of the University Libraries Faculty, the Catalog Librarian participates fully in the University Libraries' Collection Development Program, serves as subject liaison to assigned departments, participates in the Libraries' User Instruction Program, and participates in staffing the RIS (Research and Information Services) Desk.

His/her primary responsibilities include: 1) completing assigned cataloging workload in a timely and accurate manner; 2) assisting with the planning and decision making related to the work of the department; 3) overseeing the work of library assistants or other catalogers; and 4) maintaining knowledge of current national cataloging and metadata standards, issues and trends as well as of the libraries' integrated library system and applying them in his/her work. The incumbent's efforts support user access to resources owned by the University Libraries as well as digital resources to which the University Libraries has access rights. Along with the Department Head and other faculty in the department, he/she participates in planning and determining strategic directions for the Cataloging Department.

VII. DUTIES AND RESPONSIBILITIES:

- A. Assumes responsibilities as a librarian in one of the departments of the University Libraries.
 - 1. Performs original and complex adaptive cataloging for monographs, serials and other formats for a variety of subjects and languages. Revises cataloging records for resources when needed.
 - a. Uses resources such as AACR2R, LCRI, LCSH, MARC formats, LC Classification, OCLC, other metadata standards, local policies, procedures, and practices, to accurately describe and catalog library resources.
 - b. Creates or imports, from the OCLC system bibliographic records creating any associated records as needed and loads the records into the Libraries automated library system.
 - c. Does authority work as needed, creating the appropriate records under the direction of the authorities librarian.

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- d. Develops and maintains a specialty in the cataloging of at least one of the non-book formats; serves as the departmental resource person for that format.
 - e. Creates item records for all material cataloged, identifying any special processing appropriate to the format, source, or holdings location.
 - f. Evaluates material being cataloged for its appropriateness for the audience or assigned location.
 - g. Maintains quality control standards in own work by checking for and correcting errors.
 - h. Maintains an acceptable productivity level of items cataloged each month varying with format and complexity but typically in the range of 100 to 200 items each month.
- 2. Performs database maintenance when needed in the course of daily work or as a part of projects.
 - a. Corrects bibliographic records as needed according to departmental and national standards.
 - b. Corrects and maintains item records, including location, call number, volume or copy designations and other fields as needed.
 - c. Notices issues and problems in the database recognizing when a problem goes beyond a single record and helping to correct the problem.
 - d. Uses create lists to find and correct problems.
 - e. May use global search and replace, or rapid updating techniques to upgrade multiple records in the online system.
 - f. Maintains a productivity level that generates 100 corrected records on average in a given month.
- 3. Participates in the planning and decision making of the Cataloging Department.
 - a. Participates in strategic planning for the department in support of the Libraries' mission and goals.
 - b. Assists in developing, documenting, and implementing cataloging policies, procedures, and workflows.
 - c. Shares in the responsibility for training other catalog librarians and library assistants.
 - d. In conjunction with the Head of the department and other librarians, develops, plans, and implements projects, training staff and librarians to complete the project.
 - e. Actively participates in departmental and other cataloging related meetings and stays informed about the current work of the department.
 - f. Actively serves on teams and committees, contributing and assisting with the work to be accomplished.
 - g. Maintains and reports statistics on all cataloging activities, using appropriate forms, on a monthly basis or as needed by the department head.
 - h. Uses available technology, including hardware and software, to accomplish technical service tasks.

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- i. Suggests the use of new technology to help improve the quality of the work of the department.
- B. Participates in faculty governance and provides input into library decision-making.
 1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
 2. Stays abreast of current trends and best practices in areas of responsibility and takes steps necessary to integrate these into the practices of the University Libraries as appropriate.
 3. Serves as collection developer and library liaison for assigned academic departments.
 4. Participates in the Libraries' user instruction program by teaching general and/or specialized sessions for scheduled classes.
 5. Participates in staffing the Research and Information Services Desk (RIS) on a scheduled basis.
 6. Serves on committees and task forces in the Libraries, on campus, and throughout the region.
 7. Participates in the Faculty Senate and other campus-wide faculty activities as opportunities present themselves.
- C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission.
 1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship or the broader field of information sciences.
 2. Seeks grant funding to support research or experimentation in his field(s) of interest.
 3. Seeks opportunities to publish ongoing work and/or research findings in professional publications and to make formal presentations at professional meetings.
 4. Participates in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
 5. Maintains membership and actively participates in appropriate professional organizations.
- D. Performs other duties as assigned.
 1. Participates in library-wide projects and activities as needed.
 2. Undertakes other tasks assigned by the Department Head and/or the Dean of University Libraries.
 3. Serves on Libraries or University committees or task forces as assigned.

VIII. DIRECTION RECEIVED:

Reports to Cataloging Department Head and/or his/her designee.

IX. DIRECTION GIVEN:

May supervise library assistants or students assigned to the department.

X. JOB SPECIFICATIONS:

This is a 12-month, tenure track, faculty position that requires and ALA accredited M.L.S. and appropriate, relevant library work experience including strong computer expertise. Faculty members are expected to participate in collection development, conduct research, provide professional service and publish their work in appropriate professional publications. A second graduate degree is required to be eligible for tenure or promotion.

XI. SPECIAL CONDITIONS:

This is a full-time permanent position. Workdays and schedule may vary and some evening and/or weekend work may be necessary. A variant schedule might be needed at times especially to accomplish specific projects.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS:

- A. Strong knowledge of the principles and practices of cataloging, including nationally accepted rules and standards such as AACR2R, LCRIs, LCSH, MARC formats and LC Classification. Awareness of RDA and other metadata standards.
- B. Experience using the OCLC system and an automated integrated library system in a cataloging operation.
- C. Ability to effectively manipulate data across systems and to manage multiple interfaces.
- D. Excellent oral and written communication skills.
- E. Must have good interpersonal skills and demonstrate a commitment to service.
- F. Good attention to detail is essential as accuracy is critical to the success of this position.
- G. Must be a self-starter and able to work independently as well as a part of a team in a collegial environment.
- H. Must be able to assume responsibility and accomplish goals with little supervision.
- I. Must be able to provide individual and group instruction or training in cataloging methods and techniques.
- J. Must be able to catalog materials carefully and quickly while producing a minimum number of errors in the work that is accomplished.
- K. Evidence of potential to maintain an ongoing program of professional involvement, development and productivity at a level that would merit tenure and promotion.
- L. Ability to work effectively with a highly diverse group of faculty, staff, students, public and coworkers in a courteous and professional manner.
- M. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues.

XIII. WORKING CONDITIONS:

Technologically oriented academic research library with some similarity to an office environment. Position is highly technical, requiring extensive computer-based work, but also includes interaction with the general public in person, by telephone, and/or electronically. Position requires some standing, walking and reaching to access materials to be cataloged and cataloging reference sources. Position also requires ability to lift books and other library

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materials that may weigh as much as 20 pounds and to push or pull wheeled book carts filled with books.