

CATALOGING SPECIALIST

DEPARTMENT: Materials Management

DATE: November, 2017

REPORTS TO: Department Head, Materials Management

CLASSIFICATION: Non-Exempt

PAY GRADE: 11

Objective:

Maintain and update the library database, performing tasks that directly support the public service staff and the discovery, circulation, and location of library materials.

Essential Duties:

1. Maintain accurate local cataloging documentation.
2. Perform original and copy cataloging for all formats.
3. Search, identify and overlay matching local records with OCLC records.
4. Assign call numbers in accordance with local cataloging practice.
5. Barcode items.
6. Perform authority control.
7. Report cataloging trends.
8. Make corrections and changes to records in the library database.

Other Duties:

1. Assist in developing and implementing special projects, including re-classification and database maintenance duties.
2. Process materials as needed.
3. Pursue professional growth and career development through active participation in professional organizations and continuing education.
4. Perform other duties as assigned.

Knowledge, Skills, and Abilities:

1. Working knowledge of keyboard and computer hardware and applicable searching strategies.

2. Knowledge of Dewey Decimal Classification, RDA, AACR2, Library of Congress Subject Headings, Bibframe, and MARC.
3. Attention to detail.
4. Ability to work and communicate effectively with public and staff.
5. Ability to follow through tasks to completion.
6. Ability to maintain composure in difficult situations.
7. Ability to use computer keyboard, telephone, and other office equipment.
8. Ability to reach, bend, and lift to shelve and retrieve library material.

Minimum Qualifications:

Education: MLS with relevant coursework or with at least one year cataloging experience.

The Addison Public Library is committed to providing excellent service to its community. Staff members are expected to interact with patrons and staff with courtesy and respect.

Subject to change without prior notification.

Every effort has been made to ensure the accuracy and thoroughness of this job description. However, some circumstances are difficult to predict. As a result, employees may be asked to perform other related functions in support of the library mission or its needs.