

**Job Title:** Librarian/Cataloger

**Department:** Technical Services Department

**Reports to:** Technical Services Manager

**Salary Grade:** 10

## JOB DESCRIPTION

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### **Summary/Objective**

This position has primary responsibility for original and copy cataloging in accordance with professional standards. Provides coverage on reference service desk, and acts as a selector for collection development activities.

### **Essential Duties & Responsibilities**

1. Creates original cataloging and upgrades copy catalog records, particularly for items involving complex or unusual entries.
2. Assists in the maintenance and operation of the library's automation system, including creation and editing of bibliographic records.
3. Maintains professional cataloging standards, including monitoring and staying current with OCLC, USMARC, RDA, LCSH, DDC, AACR2.
4. Recommends the adoption of bibliographic maintenance standards and authorities in an automated environment.
5. Assists as needed with physically processing materials.
6. Assists with answering basic cataloging questions.
7. Works regular shifts on the reference desk assisting patrons with ready reference, detailed research, reader's advisory assistance, and digital reference services using both electronic and print sources to locate materials.
8. Serves on library committees.
9. Performs collection development in assigned area(s).
10. Reads professional journals and other materials to keep informed of the latest developments in the field.
11. Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

1. Excellent organizational and time management skills.
2. Ability to communicate clearly and effectively.
3. Ability to adapt to changing and evolving Library procedures, priorities and information technologies.
4. Good knowledge of professional library theories, issues and trends.
5. Ability to problem-solve issues in cataloging.
6. Good judgment based on logical reasoning and cataloging principles is necessary.
7. Ability to consistently apply cataloging rules and standards.
8. Must be able to work independently and be self-directed.
9. Knowledge of basic computer skills and able to access e-mail and Library intranet.
10. Experience with collection development.
11. Experience with cataloging tools such as OCLC, USMARC, RDA, LCSH, DDC, AACR2, bibliographic formats and standards, and authority files.
12. Proficient in computer and internet use.

### **Supervisory Responsibility**

This position has limited supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, cash register, photocopiers, etc. Will work behind a public service desk.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent bending, lifting, reaching and stooping to select and shelve library materials as well as to set up and take down programming materials.
- Sitting, standing and walking.
- Lifting and carrying, 25 pounds or less.

**Position Type/Expected Hours of Work**

This is a full-time position. Generally 8 a.m. – 5 p.m., Monday – Friday, with some evening and weekend hours. This position will participate in the scheduled weekend work rotation.

**Education and Experience**

1. MLS from ALA-accredited program or equivalent library experience.
2. Previous original and copy cataloging experience, or course work.
3. Experience with an online integrated library systems and the OCLC system.

**Additional Eligibility Qualifications**

High degree of customer services skills to work with patrons of all ages, including special needs patrons and library staff.

**Other duties**

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.

**Signatures**

This job description has been approved by all levels of management.

\_\_\_\_\_  
 Manager

\_\_\_\_\_  
 Human Resources Officer

Employee signature below constitutes employee's understanding of the requirements, essential duties and responsibilities of the position.

\_\_\_\_\_  
 Employee Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employee Signature