

CATALOGER

(Range 119)

DEFINITION

Performs professional work in the Collection and Bibliographic Services Department in the cataloging and processing of library materials.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Cataloger.

Exercises general supervision over assigned cataloging staff.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Performs original and copy cataloging of materials including serials, audio visual, electronic and print materials.
2. Oversees and trains-cataloging assistants in cataloging and processing tasks, ensuring efficient and accurate task completion.
3. Verifies accuracy of bibliographic and item records entered into the integrated library system.
4. Enters data and coordinates clean-up projects in the online library catalog.
5. Loads vendor MARC records into online library catalog and verifies quality of downloaded records
6. Keeps abreast of the latest trends and developments in cataloging.
7. Resolves a wide range of routine issues and situations.
8. Verifies information and corrects problems affecting bibliographic record access, including reclassification and assigning alternate author and/or subject tracings.
9. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.
10. Provides instruction to district-wide staff and management on MARC record format, database management, and cataloging.
11. Ensures materials are delivered to libraries in a timely manner.
12. Performs basic maintenance and repair of department equipment.

Marginal Functions:

1. Participates in committee work when needed.
2. Attends and participates in professional association meetings and seminars.

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3. Ensures completion of and approves employee leave requests.
4. Participates on interview panels.
5. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Knowledge of professional public library principles, practices, and techniques.
2. Knowledge of current trends and developments in the field of library science and supervision appropriate to cataloging and processing.
3. Knowledge of RDA, AACR2, LCSH, MARC, and LCC.
4. Knowledge of Library District and Department policies and procedures.
5. Knowledge of correct English usage, spelling, punctuation, and grammar.
6. Knowledge of automated systems used in libraries such as OCLC, RDA and III, as well as the Internet and computerized catalogs.

Ability to:

1. Ability to maintain effective working relationships with those contacted in the course of work.
2. Ability to plan, organize, and review projects for accurate and efficient results.
3. Ability to exercise good judgment and make sound decisions.
4. Ability to exercise independent judgment and discretion.
5. Ability to perform precise determinations regarding cataloging classifications.
6. Ability to understand and follow oral and written instructions.
7. Ability to communicate clearly and concisely, both orally and in writing.
8. Ability to maintain the mental capacity for concentrating for extended periods of time and demonstrating intellectual capabilities.
9. Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
10. Ability to maintain effective auditory and visual perception needed for:

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- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skilled in:

1. Skill in the use of personal computers and associated software.
2. Skill in the use of library and general office equipment.

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association supplemented with cataloging course work required. Experience working with a library bibliographic database or online library catalog required; past or current supervisory experience required.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; lifting and carrying objects of moderate weight (12 - 20 pounds); occasional lifting and carrying objects of moderate weight (20 - 40 pounds); frequent bending, stooping, reaching, and pushing; and minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time sitting, standing, or utilizing a keyboard.

Tasks require visual perception and oral communications abilities.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

JOB CODE: 1064

FLSA: EXEMPT
CBA: SUPERVISOR I

DEVELOPED: SEPTEMBER 10, 1999
REVISED: MARCH 16, 2000
DECEMBER 3, 2001
JULY 1, 2008
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