



JOB DESCRIPTION – Las Vegas CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Cataloger

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Non-Supervisory

GENERAL SUMMARY:

Exercises general supervision over assigned cataloging staff. Performs professional work in the Collection and Bibliographic Services Department in the cataloging and processing of library materials. Receives general supervision from the Senior Cataloger.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs original and copy cataloging of materials including serials, audio visual, electronic and print materials in accordance with District, local and national standards.
2. Oversees and trains cataloging assistants in cataloging and processing tasks, effectively prioritizes and balances projects and ensures efficient and accurate task completion; verifies accuracy of bibliographic and item records entered into the integrated library system.
3. Enters data and coordinates clean-up projects; loads vendor machine- readable cataloging records into online library catalog and verifies quality and modifies downloaded records.
4. Participates in professional growth and development to enhance skills; knowledge to keep abreast of the latest trends and developments in cataloging.
5. Provides instruction to District-wide staff and management on machine-readable cataloging record format, database management, cataloging and emerging cataloging standards.
6. Verifies information and corrects problems affecting bibliographic record access, including reclassification and assigning alternate author and/or subject tracings.
7. Ensures materials are delivered to libraries in a timely manner.
8. Performs basic maintenance and repair of department equipment.

CORE COMPETENCIES:

- MS Word, Excel, & Outlook

- Library technologies and digital access systems, such as AACR2, LCSH, MARC, and LCC
- Automated systems used in libraries such as OCLC and III

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree in Library and Information Science from a college or university accredited by the American Library Association (ALA).

Preferred: N/A

- **EXPERIENCE:**

Required: One (1) year of copy and original cataloging experience with library resources in a variety of formats in an online cataloging environment.

Experience with Machine Readable Cataloging Record 21 format, familiar with the use and application of Resource Description and Access, Library of Congress Subject Headings and Library of Congress Classification.

Preferred: Experience using Online Computer Library Center Connexion Client, III Sierra.

- **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 (21 - 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.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Customer Service
- MS Office
- Technical equipment operation, maintenance and troubleshooting
- Public Service Ethics

DEVELOPED: September 10, 1999

UPDATED: August 8, 2018