

POSITION: COLLECTION AND BIBLIOGRAPHIC SERVICES DEPARTMENT – Copy Cataloger

JOB DESCRIPTION

SUPERVISOR:

Under the direct supervision of the Assistant Head of Collection and Bibliographic Services Department.

RANGE: 7

PURPOSE:

The Copy Cataloger position is responsible for the work associated with cataloging and processing of library materials. Work also includes database projects as assigned. Position requires the use of OCLC, WebDewey and various other cataloging resources found in Cataloger's Desktop. Each Copy Cataloger specializes in one or more formats. It requires the ability to access, input and retrieve data from computer; excellent keyboard skills; excellent computer skills; ability to use electronic label maker; ability to perform light to medium work

SCHEDULE: General part-time: 19 hours/week or less. Regular part-time: over 19 hours/week. Full time: 37.5 hours/week. Schedules are during daytime hours (between 8:00 a.m. to 5:00 p.m.) Monday through Friday. Schedule subject to change if the need arises.

ESSENTIAL FUNCTIONS*:

Copy Cataloging including authority work 40% - 60%
Catalog maintenance 20% - 30%
Special assignments/projects 10% - 15%
Processing 5%

*Percentage varies per department needs and workflow.

DUTIES AND RESPONSIBILITIES: (in alphabetical order)

Applies authority control practices to bibliographic records

Assesses DDC numbers of items being cataloged against Horizon shelf list.

Completes special projects as assigned (i.e. BSLW authority reports)

Copy catalogs print and non-print materials by searching and editing OCLC bibliographic records including editing the records in Horizon to reflect MPPL local guidelines.

Deletes MPPL holdings in OCLC when assigned.

Deletes items and records from the Horizon database

Determines preliminary treatments for series, except in cases where the default treatments have already been established in the authority file.

Maintains the integrity and correctness of the Horizon database through daily cataloging and database clean-up projects

Mends print and non-print materials as assigned

Prepares statistical reports as assigned

Processes print and non-print materials as assigned

Verifies that call numbers and subject headings for specific titles are the same across all formats

Attends appropriate meetings, workshops and seminars

Other duties as assigned

Provide preliminary Name Authority Records when assigned

Serves on committees as assigned

Supervises volunteers when assigned

ABILITY, KNOWLEDGE AND SKILLS: (in alphabetical order)

Ability to access, input and retrieve data from computer

Ability to execute basic internet search as it applies to cataloging

Ability to follow directions and complete tasks in a timely manner

Ability to lift, bend, reach, kneel, stoop, crouch, push and pull

Ability to manage and distribute time and to prioritize tasks

Ability to perform light to medium work

Ability to quickly adapt and learn new software

Ability to work as a member of a team

Ability to work with efficiency, skill, accuracy and speed

Attention to detail

Effective verbal and written communication skills

Excellent computer ability and skills

Familiarity with all formats of materials to be cataloged

General knowledge of literature, liberal arts and sciences

Knowledge and skill in the use of OCLC database

Knowledge of authority control

Knowledge of library organization

Knowledge of library policies and procedures

Knowledge of the Dewey Decimal Classification system, MARC format, AACRII cataloging rules, RDA rules and the Library of Congress subject headings

Knowledge/ability to effectively search electronic resources related to cataloging

Knowledge/skill in the use of Horizon ILS

Knowledge/skill with collaborative and/or interactive web applications

Knowledge/skill with electronic messaging e.g. email

Knowledge/skill with Microsoft Office applications

EDUCATION AND TRAINING:

Bachelor's degree. A minimum of 2 years of copy cataloging experience is required. Excellent computer skills required.