

# **LIBRARY CATALOGER**

**Full-time (37.5 hours per week, generally 8am–5pm Mon–Fri; some evening hours and participation in scheduled weekend work rotation to be expected)**

## **GENERAL STATEMENT OF DUTIES**

The Library Cataloger has primary responsibility for original and copy cataloging of library materials in accordance with professional standards. Assigned tasks may also include coverage of the reference services desk and/or action as a selector for collection development activities.

## **SUPERVISION RECEIVED**

Work is performed under the direct supervision of a Department Head and the general supervision of the person-in-charge.

## **SUPERVISION EXERCISED**

Limited supervisory responsibilities.

## **GUIDELINES**

RCPL policies and procedures, position description, and site-specific practices.

## **CONTACTS**

Library patrons, RCPL staff, professional organizations and associates, and community groups.

## **ESSENTIAL FUNCTIONS OF THE CLASS**

ALL positions in this class WILL:

- Create original cataloging and upgrade copy catalog records, particularly for items involving complex or unusual entries.
- Assist in the maintenance and operation of automated library systems, including creation and editing of bibliographic records.
- Maintain professional cataloging standards, including (but not necessarily limited to) monitoring and keeping current with OCLC, USMARC, RDA, LCSH, DDC, and/or AACR2.
- Recommend the adoption of bibliographic maintenance standards and authorities in an automation-assisted environment.
- Perform collections development in assigned area(s).
- Assist as needed with the physical processing of library materials.
- Provide assistance regarding basic cataloging inquiries.
- Serve on internal library committees as appropriate.

- Monitor professional journals and/or other relevant materials to remain current regarding new and ongoing developments in the field of cataloging services.
- Provide exceptional customer service.
- Assist patrons with library card accounts, including processing applications, verifying and updating account information, and accepting payments on accounts.
- Assist patrons regarding ready reference, detailed research, reader's advisory, and digital reference services as needed, using both electronic and print sources to locate materials.
- Courteously answer the phone (prior to 3 rings).
- Respect the facility and work environment by keeping work area neat, handling minor cleanups, and reporting maintenance issues promptly and appropriately.
- Interact and communicate pleasantly and effectively with diverse patrons and staff, maintaining a positive and professional demeanor and providing friendly, courteous service.

**Note:** This job description reflects Rowan County Public Library's (RCPL) assignment of essential functions for this particular position; it does not prescribe or restrict the tasks that may be assigned at a later date or as may be needed.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Applicants must have the ability to:

- Quickly learn and apply fundamental library procedures, methods, and techniques after orientation and training.
- Establish and maintain positive, effective working relationships with library patrons and coworkers.
- Provide basic readers' advisory.
- Troubleshoot equipment as needed.
- Carry out (with limited supervision) continuing assignments related to the daily operations of the library.
- Follow oral and written instructions.
- Effectively communicate (including written communication) with patrons and staff.
- Learn and adapt to new and changing technologies.
- Understand the boundaries of job responsibilities and refer patrons to trained library staff appropriately.
- Work the required schedule and occasionally help fill in schedule gaps.

Applicants must possess:

- Exceptional organizational and time management skills.
- Excellent problem-solving capabilities with regard to library cataloging.
- Solid knowledge and understanding of professional library theories, issues, and trends.
- Good judgment and logical reasoning skills with regard to library cataloging.
- Relevant independence and self-direction.
- Working knowledge of current Microsoft Windows, Microsoft Office, and Google Suite/Workspace products, and navigation of the internet.
- Experience with library collections development and professional cataloging tools, including bibliographic formatting procedures, standards, and authority files.
- Some knowledge of or ability to quickly learn and follow standard library procedures.

### **MINIMUM EXPERIENCE, EDUCATION, AND TRAINING**

MLS/MLIS from an ALA-accredited program or equivalent library experience, prior original and copy cataloging experience or coursework, prior experience with an online integrated library system, and prior experience with the OCLC/WorldCat system are required. Excellent customer service skills preferred.

### **LICENSE/CERTIFICATION**

- Successfully pass a background investigation.
- Hold or obtain appropriate Kentucky Public Library Certification.

### **PHYSICAL AND MENTAL REQUIREMENTS**

Applicants must have the ability to:

- Efficiently operate and manipulate office equipment such as keyboard, mouse, printer, and copier equipment.
- Place books on book trucks, move book trucks, and place and remove books from any shelf of a 90-inch-high shelving unit, repeatedly lifting above, at, and below shoulder level.
- Climb a step stool to secure books and other library materials.
- Perform essential functions which require bending, stooping, lifting and carrying materials weighing up to 25lbs, and sitting for periods of 2-3 hours.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **HAZARDS/UNUSUAL WORKING CONDITIONS**

Work is often performed in and around books, shelves, and computers, requiring adherence to industry safety procedures and guidelines.