

Hancock County Library System Job Description

Title: Cataloger
Classification: Hourly, Non-Exempt
Reports to: Director/Business Manager

Summary Position Description:

Under the direction of the Director/Business Manager, this position is responsible for assisting with cataloging and classifying library materials based on current standards; authority control; and maintaining an accurate, up-to-date database of library holdings.

General Skills:

- Ability to organize work for efficient use of time.
- Ability to follow established procedures and existing library policies.
- Ability to word process and type with reasonable speed and exceptional accuracy
- Ability to keep records accurately.
- Ability to easily navigate a Windows-based software environment with competence (Experience with Microsoft Word and Microsoft Excel)
- Ability to maintain professional working relationships with branch and library system personnel

Duties and Responsibilities

- Perform original (including complex) and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials.
- Maintain authority records and perform needed authority work in the database.
- Consult with libraries in order to resolve cataloging and database problems, report trends in bibliographic services, answer questions, transmit information, and discuss options for handling library materials.
- Provide inventory support for library system.
- Perform database maintenance for bibliographic and authority records.
- Loads MARC record files and communicates necessary changes.
- Maintain the integrity of the integrated library system through authority file control.
- Performs all other duties as directed

The successful candidate will possess the following:

- Bachelor's degree required. MLS or MLIS degree from an ALA accredited Institution is preferred.
- Three years' experience in original and copy cataloging and classification of all formats of library materials using Dewey Decimal and Library of Congress (LC) classifications, LC subject headings, machine readable cataloging (MARC records, and Anglo-American Cataloging Rules. Experience using RDA a plus.
- Excellent knowledge of computerized cataloging.
- Excellent knowledge of standard bibliographic sources, bibliographic form, and verification tools.
- Good knowledge of professional library theories, issues, and trends.
- Ability to establish and maintain effective working relationships with library staff.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Demonstrates effective written and oral communication as well as group process techniques.
- Familiarity with automated integrated library systems and online searching. Previous experience with Symphony is a plus.
- A valid driver's license, reliable transportation, and up-to-date automobile insurance

Physical Requirements:

The qualified applicant must possess the following physical skills:

- Ability to sit for extended periods
- Ability to frequently stand and walk, bend.
- Ability to lift and move objects weighing up to 30 lbs.
- Normal manual dexterity and hand-eye coordination.
- Ability to use audio/visual equipment and electronic office equipment including, but not limited to computers, telephones, calculators, copiers, printers and FAX machines.
- Ability to work under conditions involving exposure to dust
- Ability to drive with valid driver's license

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