

Lakeland Library Cooperative

4138 3 Mile Road NW
Grand Rapids, MI 49534-1134
(616) 559-5253 (616) 559-4329 (fax)

Position Opening
CATALOGING SPECIALIST
(August 2013)

The Lakeland Library Cooperative is accepting applications until the position is filled as described for the position below. Application and Resume should be submitted to Sandra Wilson, Cooperative Director.

Application, job description and job duties available at: <http://www.llcoop.org/employment.shtml>

POSITION

Part Time - 16 hours per week

SALARY RANGE

Starting \$14.25 per hour followed by four annual steps of 3% increase each

SCHEDULE

Negotiable

BENEFITS

Vacation
Personal Days
Holidays

GENERAL DESCRIPTION OF POSITION

Perform copy cataloging of library materials using online databases in accordance with current cataloging standards, MARC format and local standards. Lakeland Library Cooperative serves 41 public libraries in eight counties in western Michigan. Cataloging for 37 libraries is performed by the Cooperative.

REQUIRED

1. Thorough knowledge of AACR2 and other cataloging rules
2. Ability to search, retrieve and update bibliographic records for the ILS for bibliographic records that match information supplied by member libraries and if more than one record is found, identifies the best record for cataloging purposes
3. Creates original Machine Readable Cataloging (MARC) records and updates SkyRiver records to add to the Library's online catalog using the cataloging vendor and ILS cataloging module interface software
4. Understanding of authority control
5. Knowledge of Integrated Library Systems (ILS)

EDUCATION AND EXPERIENCE QUALIFICATIONS

Education: Completion of a four-year degree program

Experience: A minimum of four year's experience in a library environment as a copy cataloger with original cataloging desirable

SUBMITTING APPLICATION

- Must submit **both** application and resume to be considered
- Mail, fax or email as attachments to sandra@llcoop.org
- **Deadline** for submittal: August 23, 2013, 5:00 p.m.