

Lakeland Library Cooperative
CATALOGING SPECIALIST
JOB DESCRIPTION
(September 2011)

JOB SUMMARY

Provides cataloging support at the paraprofessional level. Reports to the ILS manager.

DESCRIPTION OF REPRESENTATIVE DUTIES

(This list is neither inclusive nor exclusive)

- Using information supplied by member libraries, verifies the selection and cataloging of appropriate MARC bibliographic records for print and non-print materials for inclusion in the local database
- Searches the local database to verify that no matching records are in the database for print and non-print materials to be cataloged
- Searches, retrieves and updates 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, using national and local practice guidelines
- Edits MARC bibliographic records according to national and local practice guidelines and transfers information to the local system
- For records not found original cataloging may be performed if assigned
- Consults authority files both local and, if necessary, national files to determine appropriate headings for names, subjects and series titles
- Creation and maintenance of the local bibliographic database, including detection and elimination of duplicate records, monographs that should be attached to a serial record and correction of errors
- Verifies that records are successfully transferred to the local system
- Performs other bibliographic database maintenance tasks as directed
- Sorts, tallies, and routes to the proper staff member cataloging requests and materials received via email and delivery.
- Prepares monthly reports.
- Communicates with member libraries regarding the status of a request, or to request additional information on a specific item to be cataloged.
- Monitors routine cataloging workflow and reports significant changes to supervisor.
- Handles inquiries from member libraries regarding records on the local database.
- Performs related duties as assigned.

NECESSARY KNOWLEDGE, ABILITY AND SKILLS

- General of AACR2, other cataloging rules and the MARC format
- Ability to perform thorough and accurate searches on bibliographic databases
- Ability to understand authority control
- Proficiency using Word and Excel

JOB SPECIFICATIONS

- Ability to enter data into an Excel spreadsheet
- Ability to follow oral and written instructions
- Ability to work well under pressure
- Ability to communicate and work effectively with others
- Ability to work independently
- Ability to input detailed data with speed and accuracy
- Ability to operate a computer keyboard
- Ability to read small print

PHYSICAL REQUIREMENTS

- Lifting items weighing maximum 50 pounds on a daily basis to waist-high level
- Manual dexterity and ability to sit and operate a computer at a high level of proficiency for extended periods

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