



02/2022

JOB TITLE		DEPARTMENT	JOB LEVEL
Cataloger		Technical Services	VII
CLASSIFICATION	REPORTS TO	SUPERVISES	
Part Time Non-Exempt	Head of Technical Services	n/a	

JOB PURPOSE: To do cataloging, both original and copy, for materials in all formats in accordance with national and local cataloging standards and practices and to help facilitate the smooth flow of materials through the department.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Head of Technical Services. Works as part of a team with other Technical Services staff. May assume some limited supervision of others in relation to cataloging and processing issues.

RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Help keep data in the local catalog clean and up-to-date. Searches local Sierra database to identify/catalog added copies, new editions of previously held works, and replacements. Merge duplicates when they occur. Identify and correct bad code. See that titles no longer held get purged from the catalog.
- Serve as a resource for other staff regarding MARC coding and indexing issues. Communicates with public services staff to answer questions and discuss concerns regarding cataloging. Resolves inconsistencies identified in the local catalog and refers complex cataloging issues to Department Head.
- Copy cataloging - Search OCLC and identify appropriate cataloging records. Edit/enhance for local use. Must know MARC tagging and to recognize Library of Congress contributed cataloging. Also use OCLC to search for related authority records.
- Create original cataloging for materials in all formats when no copy cataloging can be found. Input original cataloging into OCLC as appropriate.
- Evaluate/assign Dewey decimal classification numbers to all books to facilitate patron access and shelving. Uses other local classification systems developed in-house as appropriate, particularly for picture books, and AV materials.
- Help determine how best to circulate unique items for the Library of Extraordinary Things. May supervise pages in the processing of these materials, and other AV, for shelving and circulation. Things.

NECESSARY KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of Dewey decimal classification, LC Subject headings, RDA, OCLC, MARC formats. Broad knowledge of cataloging procedures. Work requires technical knowledge and the use of independent judgment. Must be detail oriented and have a commitment to public service.

PREFERRED: Previous cataloging experience. Knowledge of OCLC and Sierra databases. Knowledge of Dewey decimal classification and Library of Congress subject headings.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:

- Work may include prolonged periods of sitting, computer use, standing, bending, reaching, lifting/transporting materials and walking.
- Visual acuity sufficient to read fine print and numbers in order to read, find and shelve materials.
- Aural acuity sufficient to understand speech in person, on telephone and over the Internet.
- Ability to operate technology, including computers.
- Ability to read, write and communicate effectively.

QUALIFICATIONS FOR APPOINTMENT: Master's Degree in Library Science preferred. Will consider an LTA with prior cataloging work experience or any other training and experience that provides the required knowledge, skills, and abilities. Knowledge of OCLC and Sierra databases. Knowledge of Dewey decimal classification and Library of Congress subject headings. Well-qualified individual for this role is flexible, creative, self-motivated, and possess a positive attitude.

WILL TEACH: Departmental policies and procedures; Sierra database.

The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT

I have read and understand the essential duties, responsibilities and essential functions of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job duties and responsibilities may change as necessitated by the Library's operational demands.

Employee's Signature

Date