Cataloging Librarian I or II

Kinsey Road Processing Center/ Technical Services
Greene County Public Library, Xenia, OH, US

Salary: $14.72/ $19.24 (per hour)
Status: Part-time
Posted: 06/01/17
Deadline: Not Stated

Position: Cataloging Librarian I or II

Position Description:
To promote the mission and values of the. To carry out objectives and goals of the strategic plan to better serve the community. To perform professional librarian tasks as a Cataloger

Position Responsibilities:

• Responsible for selecting subject headings and assigning call numbers for all materials for the entire library system.
• Copy catalogs library materials in various formats.
• Performs original cataloging for system when needed.
• Conducts searches for records on the OCLC database and edits to conform to library system procedures.
• Downloads authority records as needed.
• Makes necessary corrections in database records and produces labels to identify specific item.
• Utilizes cataloging resources such as DDC 23, LCSH, AACR2-revised, RDA, ANSCR, cutter tables and the Internet as necessary.
• Maintains quality control in Sierra database.
• Attends conferences, workshops, seminars, and training to maintain knowledge as reflected in training curriculum.
• Keeps abreast of information by regularly reading email, minutes and staff website as well as attending staff meetings
• Performs tasks of lower level classifications as necessary.
• The supervisor may require other related duties. These duties are nonessential functions of this position.
• Skills, Knowledge and Abilities
  • Maintains good relations with the public and other staff, individually and in general; shows tact and courtesy.
  • Ability to communicate clearly and read printed and on-screen information
  • Proven computers skills and ability to input information into an automated system
  • Ability to handle routine problems under guidance of supervisor and keep supervisor informed of departmental needs and concerns.

**Required Qualifications:**

• Cataloging Librarian II - Master of Library Science degree from an ALA accredited school required.
• Must have knowledge of ISBD format, MARC record format, AACR2-revised, RDA, DDC 23 (Dewey Decimal) and ANSCR classification.
• Cataloging Librarian I - Bachelor’s degree from an accredited college or university required.

**Environmental Conditions**

• Work is performed in an office-like setting, but with need for considerable mobility: light lifting, bending, stooping, stretching and sitting at a variety of desks and service points.
• Employee schedule may be altered depending on the needs of the library.

**Preferred Qualifications:**

1-3 years of Library and/or Customer Service experience strongly preferred.

**Closing Date:** Not Stated