



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Associate Cataloger
Reports To: Collection Services Manager
Division: Collection Services and Development

Position Code.: 1024-110
Classification: Non-exempt
Date: 03/2024

JOB SUMMARY:

Under general supervision, performs copy cataloging of all types of materials; performs original cataloging of fiction materials in print formats; assists supervisor in implementation of new procedures; assists in other areas of cataloging as needed.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Performs descriptive cataloging in accordance with current generally accepted cataloging rules as modified by established local standards.
- Using own knowledge of the library system's collection and the needs of its users, performs subject analysis of nonfiction materials, assigns classification and subject headings in accordance with the current edition of the Dewey Decimal Classification and the current edition of the Library of Congress Subject Headings.
- Using own knowledge of the library system's collection and the needs of its users, performs genre analysis of fiction materials, assigns fiction classification and genre headings in accordance with established local standards.
- Performs original cataloging in full compliance with current generally accepted cataloging rules and standards.
- Downloads records from accepted source and uploads into local library catalog.
- Maintains basic knowledge of library system policies regarding major categories of the collection; evaluates materials for appropriateness for a category as needed; may consult reviews in evaluating materials.
- Explains the workings of cataloging in general and the Collection Services Department in particular to visitors.
- Confers with and makes recommendations to the Collection Services Manager regarding establishment of classifications, implementation of new procedures, and other issues as requested.
- Assists the Collection Services Manager with implementation of procedures and training of Collection Services staff when assigned.
- Maintains statistics related to workload.
- Maintains awareness of and notifies Collection Services staff of updates/changes in Dewey Decimal Classification and Library of Congress Subject Headings and to locally established genre headings.
- Maintains local authority file of nonstandard forms of headings; updates file; follows usages established in local authority file.
- Monitors inventory of basic office supplies for Collection Services and/or Interlibrary Loan; submits requests for supplies when appropriate; completes Request To Purchase for nonstandard supplies.
- Assists supervisor in training new personnel.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library members' records, and the Code of Professional Ethics.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Personal computer
- General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university; and,
- Demonstrated prior work experience in cataloging library materials; or,
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Current edition of generally accepted cataloging rules.
- Current edition of the Dewey Decimal Classification and/or any other classification system used.
- Current edition of the Library of Congress Subject Headings and/or any other subject thesaurus used.
- Current applications of MARC formats and standards and/or any other system used for formatting data.
- Principles and practices of library science, technology, and management.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Use of personal computer; ability to enter data quickly and accurately; ability to proofread information on screen or paper.
- Interpersonal skills necessary to effectively interact with internal staff, citizens, and other departmental staff in order to give and extricate information in a courteous and friendly manner.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Analyzing and resolving job related problems.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities:

- Ability to read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.
- Work produces mental and visual fatigue due to sustained periods of concentration, working under pressure of deadlines, and continual interruptions in concentration.

WORK ENVIRONMENT:

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- The incumbent's working conditions are typically quiet.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.