

## Cataloging Assistant

JOB TITLE: Cataloging Assistant

FLSA STATUS: Non-exempt

GRADE: 35

DEPARTMENT: Technical Services

APPROVED DATE: 01/1998

REVISED DATE: 02/2021, 02/2022, 10/2023

### **Job Summary**

The Cataloging Assistant contributes to the effective operation of the Library District by providing excellent internal and external customer service and performing high quality, efficient cataloging practices that improve and increase the discoverability and accessibility of the library's resources. The Library District strives to provide materials that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to all.

The Cataloging Assistant is responsible for locating appropriate bibliographic records, performing complex editing to improve and enhance metadata according to national and local cataloging standards, analyzing subject matter in order to assign appropriate call numbers and subject headings, deriving data from bibliographic records to create new ones, and providing customer service regarding cataloging needs of internal and external customers.

### **We Value Lived Experience**

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Provide regular, courteous, helpful, and efficient customer service to both internal and external customers in response to their queries.
2. Perform bibliographic searches using online resources such as OCLC, vendor databases, and the Library's integrated library system (ILS).
3. Perform copy cataloging of bibliographic records to enhance discoverability and equity of access to materials in the collection. This is achieved by using the Library's ILS, OCLC Connexion, and other online tools to identify, edit, and import bibliographic records using Dewey Decimal Classification (DDC), Library of Congress Authorities (such as LC Subject Headings), Resource Description and Access (RDA) standards, and Sno-Isle Libraries local cataloging procedures.
4. Regularly perform catalog maintenance by generating and analyzing reports using Polaris and vendor supplied data, including removing records for expired digital content from the ILS and editing call numbers, subject headings, and collection assignments for bibliographic and item records in the ILS.
5. Review bibliographic records designated by community library staff for editing and determine appropriate action based on condition, circulation history, and subject analysis using established guidelines.
6. Maintain the accuracy of holdings/records in OCLC to support Interlibrary Loan service.
7. Contribute to documentation of cataloging procedures and provide input and feedback on workflow improvements

### **Additional Duties and Responsibilities**

1. Perform specialized duties in support of department services as directed.
2. Prepare correspondence and reports.
3. Train new staff as needed.
4. Attend meetings, trainings, and workshops as assigned.
5. Assist with special projects as assigned.
6. Perform other duties as assigned.

### **Supervision**

This position reports to the Cataloging, Acquisitions, and ILL Manager. Supervision of others is not a normal part of this position's work.

## **Knowledge, Skills, and Abilities**

1. Strong problem-solving, customer service, and communication skills.
2. Knowledge of current cataloging standards, practices, policies, and procedures.
3. Thorough knowledge of the OCLC cataloging utility and vendor support websites.
4. Knowledge of and experience in utilizing an integrated library system. Familiarity with Polaris is a plus.
5. Contribution of creative and innovative solutions to ethical and critical cataloging challenges.
6. Strong organizational skills and attention to detail.
7. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
8. Ability to communicate effectively with diverse audiences.
9. Ability to work cooperatively and maintain effective interpersonal skills with the public and coworkers.
10. Ability to work independently and to set priorities.
11. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, Excel, electronic databases, email, and internet navigation in addition to other office equipment and security systems.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. Two years' related library experience or equivalent combination of technical training and related experience highly preferred.
2. A college-level education or specialized training such as library science or other profession-based subject areas preferred.
3. Two years of original and/or copy cataloging experience preferred.
4. Proficiency in OCLC Connexion, MarcEdit, Polaris ILS, and/or other cataloging and library-related applications preferred.
5. Knowledge and demonstrated application of current cataloging standards, rules, and classification systems preferred, including but not limited to Dewey Decimal Classification, Library of Congress Authorities, MaRC21, and Resource Description and Access (RDA).

## **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent must operate computers for extended periods of time. Incumbents may be required to move carts of books and other materials and frequently remain stationary at one workstation for extended periods of time. An incumbent must frequently move objects or other materials weighing up to 35 pounds, including transfer of books and other materials to and from carts or shelves of varying heights.

While performing the duties of this job, the incumbent must regularly communicate with coworkers and members of the public. There are regular interpersonal contacts with staff members and customers. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.