

AVON LAKE PUBLIC LIBRARY

Job Description

Job Title: Head Cataloguer	FLSA Status: Non-exempt / Hourly
Reports to: Technology Services Manager	Date Approved: 12 July 2007
Department: Technical Services	Last Revision: 12 December 2013
Grade: 17	Incumbent:

PURPOSE

- Serves as the Library's head cataloguer to assure conformance with state, national and international cataloguing standards.
- Provides ease of access to the Library's collections, via clear and accurate cataloguing records.

ESSENTIAL JOB FUNCTIONS

1. Perform copy cataloguing against MARC 21 catalog records and add local holding information for the purposes of proper identification, placement and ease of access.
2. Perform original cataloguing, utilizing AACR2, MARC 21 formatting, Dewey Decimal Classification System and Library of Congress Subject Headings for the purposes of proper identification, placement and ease of access.
3. Consult with department librarians to assure proper cataloguing and local holding information.
4. Develop and maintain manuals, detailing cataloguing procedures and local holding codes.
5. Maintain accuracy and integrity in the online catalog.
6. Investigate, recommend and coordinate improvements and efficiencies to department work flow; monitor same.
7. Serve as an In-Charge person, when scheduled.
8. Serve as a member of the Technology and Circulation services team, providing assistance, as needed, in both Technical Services and Circulation.
9. Participate in the orientation and training of Library staff. Serve as a professional cataloguing and Technical Services resource to Library staff.
10. Maintain up-to-date knowledge and skills related to cataloguing and technical services through professional reading, attendance at continuing education workshops and conferences, staff meetings and staff development activities, by monitoring germane listserves, etc.
11. Uphold the Library's mission and, at all times, impart a positive impression of the Library.
12. Be familiar with and facilitate the Library's policies and procedures.
13. Be familiar with and promote the Library's collections, services and programs.

QUALIFICATIONS

Knowledge / Skills / Abilities / Personal Characteristics

- Thorough understanding of AACR2 cataloguing theory, rules and procedures, and MARC 21 formatting, Dewey Decimal Classification System and Library of Congress Subject Headings, gained through formal training and on-the-job experience.
- Knowledge of relevant national and international bibliographic control standards.
- Proficient computer and data entry skills, including use of the Internet, and word processing and spreadsheet applications.
- Demonstrated interpersonal skills, including the ability to communicate and work effectively with others, including all types and ages of people.
- Demonstrated flexibility, including the willingness and ability to learn new technology, techniques and methods.
- Demonstrated attention to detail, regarding accuracy and consistency.
- Demonstrated problem-solving and organizational skills.
- Broad knowledge of literature and publishing.
- Broad, general knowledge of the library field.
- Superior customer service skills.

Education, Training and/or Experience

- MLS or MLIS from an ALA-accredited program.
- Seasoned level of cataloguing experience.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Avon Lake Public Library. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job will also be considered part of the job holder's responsibility.

EMPLOYEE ACKNOWLEDGEMENT

I have read this job description and discussed it with my manager/supervisor.

Employee

Date

Manager/Supervisor

Date