Bucks County Free Library

# Bucks County Free Library
# Job Description

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| **Job Title:** | Cataloging Assistant |
| **Job Classification:** | Cataloging Assistant |
| **Department Name:** | Collection Management Department |
| **Reports To:** | Collection Management Library Manager |
| **Date Prepared:** | July 2006 |
| **Approved By:** | Chief Executive Officer |

**POSITION SUMMARY:** The job's primary purpose or contribution to the department and/or the organization. This is a broad summary.

The Cataloging Assistant performs copy cataloging for new and gift materials, processes gift materials, and assists in maintaining the library catalog. The Cataloging Assistant performs routine and complex tasks relating to the transfer of data from acceptable bibliographic utilities into the bibliographic database according to established practices and procedures. The Cataloging Assistant is independently responsible for the accuracy of all bibliographic data entry to the library catalog. The Cataloging Assistant is responsible for maintenance of bibliographic records in the database.

## MINIMUM EDUCATION AND EXPERIENCE:

- Requires a bachelor's degree.
- Requires ongoing continuing education as mandated by Commonwealth Libraries.
- Six months to one year experience.

## SCOPE OF RESPONSIBILITY:

- **Staffing Responsibility** – May guide the work of other staff or volunteers.
- **Supervision Received** – Work is assigned and performed under general supervision with little functional guidance, following established procedures. Situations are rarely referred to a supervisor unless a change to policy or procedure is involved.
- **Customer Satisfaction and Service** – Understands and communicates moderately complex information and identifies and resolves routine problems to ensure that customer satisfaction and service are maintained through daily interaction with internal and/or external contacts.
- **Decision Making Impact** – Productivity or actions affect the work of others in the immediate work group or several customers.

- **Communication** – Type of Interaction and Level of Contact Interaction requires moderate tact and cooperation, e.g., scheduling and/or coordinating multiple priorities and responding to questions which require some research to provide the correct answer. Level of contact is primarily with clerical, technical, and public service staffs.
- **Complexity** – Work is diversified and moderately complicated, requiring judgment to select options and in applying established practices and procedures. Involves regularly making choices about how to address problems.
- **Budget Responsibility** – Has no responsibility for a budget.

**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:** The job's essential or most important functions and responsibilities. Includes all aspects of the job, whether performed daily, weekly, monthly, annually, or at irregular intervals.

- Performs copy cataloging of all library material contained in the OCLC database in accordance with local practice.
- Creates original cataloging records for other selected items not in the OCLC database.
- Manages receiving, cataloging, processing and statistical tracking of gift materials and non-public library material to be added to the online catalog.
- Compiles monthly statistics as assigned.
- Performs routine and complex database maintenance as assigned.
- Supports other sections of Collection Management (Acquisitions, Cataloging and Delivery Services).
- Assumes other duties and projects as assigned.

**REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of integrated library systems, online bibliographic databases and cataloging services.
- General knowledge of AACR2, OCLC, the Dewey Decimal Classification system, Library of Congress subject headings and MARC formats.
- Able to retain and correctly apply complex rules.
- Positive, enthusiastic, user-oriented approach to service. Strong customer service orientation.
- Ability to multitask with interruptions and to effectively manage priorities and meet deadlines.
- Flexibility and ability to adapt in a complex and changing environment.
- Ability to accept delegation and work under general direction with or without close supervision, based on complexity of assignment.
- Flexibility and ability to adapt in a complex and changing environment.
- Willingness to lead effectively by example, and encourage and inspire various levels and types of subordinate staff to be productive and efficient.
- Ability to manage, direct, coordinate, and evaluate the work of various levels and types of subordinate staff and volunteers.
- Training, coaching, and mentoring skills.

- Willingness to exercise proper authority and ability to grant logical exceptions to policies and procedures when warranted.
- Works well independently and as a member of a team.
- Accepts responsibility for all assigned tasks and deadlines, is reliable.
- Demonstrates punctuality with a commendable attendance record.
- Ability to communicate effectively, patiently, and courteously with library administration, staff, library users, community members, and library vendors.
- Presents a friendly and professional phone image.
- Ability to comprehend and follow verbal and written instructions and to read and understand policies, procedures, memoranda, and other required internal communication.
- Ability to prepare clear, concise written internal communication.
- Time management and planning skills.
- Ability to analyze problems, identify and plan for alternative solutions, and implement plans in support of goals.
- Demonstrated high proficiency in currently used ILS (Wise). Demonstrated computer literacy, including basic proficiency in Microsoft Office, Windows, Internet, database, and accessibility resources.
- Willingness to further expertise by additional education and workshops.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to calculate figures and amounts such as interest and percentage.

## PHYSICAL DEMANDS:

Amount of on-the-job time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

*None – The person does not perform this activity.*
*Occasionally – The person does the activity up to 33% of the time.*
*Frequently – The person does the activity 34% to 66% of the time.*
*Continuously – The person does the activity 67% to 100% of the time.*

| Activity | None | Occasionally | Frequently | Continuously |
|---|---|---|---|---|
| Standing | ☐ | ☒ | ☐ | ☐ |
| Walking | ☐ | ☒ | ☐ | ☐ |
| Sitting | ☐ | ☐ | ☐ | ☒ |
| Repetitive Hand Motion | ☐ | ☐ | ☐ | ☒ |
| Reaching/Working Overhead | ☐ | ☐ | ☒ | ☐ |
| Climbing or balancing | ☐ | ☒ | ☐ | ☐ |
| Stooping, kneeling, crouching or crawling | ☐ | ☒ | ☐ | ☐ |

Does this job require that weight be lifted or force be exerted? ☒Yes ☐ No
If so, how much and how often? Check the appropriate boxes below.

| Activity | None | Occasionally | Frequently | Continuously |
|---|---|---|---|---|
| Up to 10 pounds | ☐ | ☐ | ☐ | ☒ |
| Up to 25 pounds | ☐ | ☒ | ☐ | ☐ |
| Up to 50 pounds | ☐ | ☒ | ☐ | ☐ |
| Up to 100 lbs. (force exerted) | ☐ | ☒ | ☐ | ☐ |
| More than 100 lbs. (force exerted) | ☐ | ☒ | ☐ | ☐ |

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## SIGNATURE

I have read and have been given an opportunity to ask questions regarding this job description.

I also understand that this job description does not constitute an implied or expressed contract for employment with Bucks County Free Library. In addition, I understand that Bucks County Free Library is an employment at-will employer and that the organization or I may terminate the employment relationship at any time with or without cause. Furthermore, I understand that this job description does not contain all of the responsibilities that I may be asked to carry out while employed with Bucks County Free Library and that I will perform other duties that are assigned to me to the best of my abilities.

I agree to accept the responsibilities and duties as outlined.

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Employee Signature Date