



JOB DESCRIPTION

POSITION TITLE: Library Cataloger

SUPERVISOR: Director of Library Services / Theological Librarian

JOB DESCRIPTION

The cataloger will work within the technical services division of a library. Catalogers are responsible for inputting details about new materials into a library's electronic catalog. Their work makes it possible for library users to find and track books, CDs, serials or films.

DUTIES AND RESPONSIBILITIES

The cataloger assigns subject headings to books and other library materials; verifies or establishes the standard form of names of authors and institutions; and classifies materials to establish their shelving location. While adhering to cataloging rules and styles, catalogers must also be creative when needed, and able to adjust the rules when a new type of material or cataloging situation presents itself. Cataloging librarians often deal with large backlogs of materials needing processing, so it is important for them to communicate with other library staff members to find out what materials are the highest priority and need cataloging first. The cataloger shall provide a monthly report of all books cataloged.

- When a book or other item arrives at the library, the cataloger must manage the entry into the inventory collection.
- In the case of donated items, the cataloger must determine whether or not it is suitable for the library's collection. If so, they check to see if the library is already in possession of the item and compare the condition, the edition, type of cover, printing date, and, in the case of duplicates, determine if extra items are needed.
- Determine the correct name of the author or authors.
- Determine the correct description of the item (including author, title, publisher, publication date, series to which the item may belong, and so on).
- Determine which Library of Congress subject headings best describe the contents of the item. There are many kinds of subheadings that break down subjects into more specific aspects.
- Determine the classification number that will determine where the book will be shelved.

ESSENTIAL FUNCTIONS

- Perform customized copy cataloging for library materials.
- Create original catalog records for self-published materials or those for which no records are available.
- Analyze, improve and expand pre-existing bibliographic records in the library database to assure that these records will fully and accurately represent the library materials in the library's catalog.

- Classify or reclassify items as necessary.
- Assure that the records will be accessible through a variety of automated search techniques.
- Keep abreast of continuing developments within the field of cataloging.
- Utilize Internet cataloging resources as reference materials.
- Work on catalog maintenance projects as assigned, such as reclassifying materials, changing call numbers, or correcting and enhancing pre-existing records in the library's catalog.
- Delete items/records from database when instructed by director.
- Provide bibliographic clarification and problem solving to staff members.
- Provide overall maintenance and repair of library materials.
- Assist other staff members and students in whatever area help is needed.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in computer use.
- A working knowledge of library catalog records and online cataloging systems.
- Excellent reading skills and ability to characterize what a book is about.
- Mastery of complex classification systems.
- Ability to work without much contact with the public.
- Careful attention to detail, getting spellings and dates and punctuation exactly right.
- Have a high level of organizational skills.
- Have good communication skills.
- Ability to travel to attend workshops or seminars to receive further training or continued education.

OTHER REQUIREMENTS

- Must be willing to perform additional responsibilities, tasks, and duties as assigned.