Catalog Librarian - FT (40 hrs.) - Collection Services - Gahanna
Full Time
Collection Services, Gahanna, OH, US

Salary Range: $46746.09 To $70179.82 (USD) Annually

PURPOSE OF JOB

Under limited supervision, performs complex cataloging and classification for all formats.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs complex copy cataloging and classification for all formats. Includes searching on OCLC, editing using AACR2/RDA, importing records, editing records in ILS.

2. Catalogs and classifies titles in all formats that are not in OCLC nor ILS (original cataloging). Includes determining subject content and appropriate subject headings, assigning Dewey number and cutter, adding record to OCLC and importing record to online catalog, requiring a knowledge of the content of the collection(s), an ability to generalize and interpret subject content and requiring a thorough understanding of the scope, authority, arrangement and format of various reference tools, cataloging rules and systems of bibliographic notation and format.

3. Updates bibliographic records in the database including modifying call numbers, adding subject headings and correcting primary fields.

4. Assists with special projects, as needed, such as testing software, cataloging special collections, etc.

5. Assists manager with developing processes to conform to local, consortial and national standards, improving internal processes.

6. Manages daily workflow and directs staff in cataloging priorities.

7. Leads training of new staff/catalogers and provides ongoing training on current trends, best practices and new technologies.

8. Keeps abreast of developments within the profession. Utilizes computer applications and Library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes e-mail, voicemail, and other Library technology to maintain open channels of communication.

9. Assumes responsibility for the operation of the department in the absence of a manager.

10. Performs additional duties as assigned including serving on task forces, committees, etc.
QUALIFICATIONS AND REQUIREMENTS

1. Masters of Library Science Degree from an ALA accredited institution of higher learning.
2. One to three years' previous experience in cataloging.
3. Ability to make sound decisions within stated guidelines.
4. Ability to use appropriate judgment in handling information and records.
5. Ability to work independently with limited direction.
6. Driver’s license and personal vehicle.

SCHEDULE:

M-F 7:30 - 4:00 or 8:00 - 4:30