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Lassen Library District

POSITION DESCRIPTION

CATALOGER

POSITION DEFINITION: Performs a variety of duties related to the cataloging of library materials. Also performs a variety of non-professional library tasks and clerical duties related to the functions and programs of the library, as directed.

SUPERVISION RECEIVED AND EXERCISED: Receives technical and functional supervision from the District Librarian and Manager of Library Services.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

- Exercises independent judgment when applying established policies to cataloging issues
- Assigns call numbers using the Dewey decimal classification and Relative index
- Indexes subject headings using the Library of Congress subject headings
- Enters cataloging information for new materials into the library's online catalog system
- Deletes items from the catalog system
- Processes new materials for circulation
- Mends materials
- Assists library patrons in utilizing library services
- Performs clerical tasks as requested by the Manager of Library Services
- Assists in the maintenance of records and files

MINIMUM QUALIFICATIONS:

Knowledge of:

- Library terminology and standard practices related to cataloging materials
- Library classification and filing systems
- Computer applications in a library environment

Ability to:

- Perform complex technical library work
- Type at a speed of 35 words per minute from clear copy
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and follow verbal and written instructions
- Communicate clearly and concisely, both orally and in writing
- Plan and organize cataloging activity

Experience and Training:

Any combination of experience and training which would likely provide the required knowledge and abilities. A typical way to obtain knowledge and abilities would be:

Experience: Two years experience as a Library Assistant II

Training: Equivalent to completion of two years of college