



Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, Michigan 48346

## Part-time Cataloger

The Clarkston Independence District Library seeks a detail-oriented cataloger able to prioritize projects, be responsive to the needs of patrons and librarians, make materials available in a timely manner, and assist in the maintenance of a user-friendly library catalog.

**Salary:** \$11.50-\$17.00 per hour

**Hours:** 20-27.5 hours per week

### Primary Duties and Responsibilities:

- Copy catalog library materials
- Perform some original cataloging
- Assists in re-classification projects
- Assists in library database management
- Assists in processing of library materials
- Assists in developing departmental procedures
- Attends meetings, training seminars as required
- Performs other job-related duties as needed

### Desired Qualifications:

- Library Technician Certificate or 2 years of cataloging experience
- Knowledge of cataloging principles and procedures
- Knowledge of alphabetical, numerical, and decimal system of arrangement
- Knowledge of various computer programs, bibliographic support system, and the internet
- Ability to work independently and as part of a team
- Ability to handle loaded book carts and lift objects up to 50lbs.
- Experience working with Polaris
- MLIS preferred

**Reports to:** Head of Technical Services

Send cover letter and resume by email, mail or fax to:

Brad Reuter  
Head of Technical Services  
Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, MI 48346  
reuterb@indelib.org  
Fax: 248.625.8852

**Deadline for applications:** **Monday, June 15, 2015 at 5:00pm**

An Equal Opportunity Employer