

BRIDGMAN PUBLIC LIBRARY

JOB DESCRIPTION

TITLE: Cataloger

SCHEDULE: Part-time, 25-30 hours per week; some evenings and weekends required

REPORTS TO: Library Director

JOB SUMMARY

Performs a variety of library clerical work to serve patrons and support library operations. Performs bibliographic work to facilitate the identification, access and use of library materials.

MAJOR DUTIES

- Process and catalog materials.
- Create original and copy cataloging based on current standards and the RASC joint catalog agreement.
- Maintain and improve the effectiveness of bibliographic databases.
- Repair books as needed.
- Assists Director with Collection Maintenance.
- Sorts, shelves, and files various library materials accurately according to library classification systems.
- Performs basic circulation desk procedures such as check in and out materials, issue library cards, process holds, taking fines, and making phone calls as needed.
- Provides exceptional customer service.
- Other duties as assigned.

SKILLS AND ABILITIES

- Knowledge of alphabetical and numerical order, Library of Congress subject headings, Dewey Decimal Classification System, MARC, and RDA.
- Knowledge of the library's ILS system and cataloging procedures.
- Knowledge of BPL methods and procedures and the ability to enforce library policies.
- Knowledge of vendors and ordering processes.
- Good organizational skills.
- Ability to work independently, organize and prioritize work, respond to changing work demands and make decisions as required.
- Ability to handle confidential and sensitive information.
- Knowledge of standard office equipment including personal computers, word processing and spreadsheet software.
- Ability to comprehend and follow detailed directions.
- Ability to foster and maintain courteous and cooperative relationships with patrons, coworkers, and the Director.

PHYSICAL REQUIREMENTS

- Ability to see, hear and speak clearly.
- Ability to manually manipulate computer keyboard, mouse, scanner, etc.

- Ability to lift up to 40 pounds, push or pull up to 80 pounds on wheels.
- Ability to stand, bend, stoop for long periods of time.

QUALIFICATIONS

- Must be 18 years of age or older.
- High school diploma or equivalent.
- Cataloging experience required.
- College degree, MLIS, or cataloging certification preferred.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.