

LIBRARY CATALOGER

Basic Function

The Library Cataloger processes and catalogs new library materials in accordance with CW MARS cataloging standards, policies and best practices. As part of a small collaborative staff, the Library Cataloger also staffs the Circulation Desk and performs related duties.

The position is approximately 16-17 hours per week including some evening and weekend hours.

Essential Duties and Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. The position also includes other duties as discussed in the Additional Duties section below.

Cataloging and Collection Maintenance:

- Processes new materials such as books, DVDs, kits, magazines and more.
- Re-catalogs or re-labels items in response to changes in the collection and changes in user needs.
- Works closely with CW MARS to make sure the Leverett Library's catalog and materials are consistent with their policies.
- Maintains digital catalog records
- Repairs books, CDs, and DVDs
- Shelves and weeds collection as needed.
- Works on and troubleshoots issues with staff computers and printers and the Evergreen ILS for cataloging purposes.
- Learn to use new technologies and programs.

Circulation and related duties:

- Assists patrons in person, by phone, and over email.
- Checks library materials in and out
- Helps patrons with new library cards
- Answers reference questions.
- Processes deliveries
- Places and processes holds via ComCat
- Notifies patrons when holds become available
- Helps patrons with digital resources including placing holds and searching the catalog.

- Works on and troubleshoots issues with the public access computers, printer, photocopier, projector, audio equipment, and other library-owned devices.
- Learn to use new technologies and programs, support library patrons with them.

Additional Duties

The position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

Supervision

Works under the direction of the Library Director. The employee functions independently, referring specific problems to the Director when clarification or interpretation of library policy or procedures is required.

Work Environment

Work is performed under typical office and library conditions; work environment is moderately quiet; regular schedule requires evening and weekend work.

The employee operates standard office and library equipment.

Performance of duties requires ongoing contact with the public, and other town departments and employees; contacts are in person, by telephone, fax, e-mail, and in writing.

Errors could result in delay or loss of service or monetary loss.

Essential Qualifications

High school diploma; two or more years of college preferred

Strong technology skills including using, learning, and teaching.

Willingness to further knowledge of library science at regional library workshops

Well-organized and able to manage time and establish priorities with interruptions and distractions

Ability to work with minimal supervision or alone as well as in collaboration

High degree of motivation, initiative and resourcefulness

Pleasant personality and demonstrated ability to work effectively with others

Ability to interact in a positive and effective manner and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service. Must perform all aspects of job responsibilities with honesty and integrity

Position is subject to pre-employment physical and CORI check.

Physical Requirements

Physical Requirements are listed for informational purposes. Applicants may be requested to demonstrate the ability to perform the essential duties of the position during the application process.

The employee is frequently required to stand and walk, speak and hear, use hands and arms to operate equipment, and lift boxes of books weighing up to 30 pounds. Vision requirements include the ability to read routine documents and use a computer. Duties also require bending, reaching, and other repeated movements throughout the work day.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.