

TEMPORARY CATALOGING POSITION

POSITION TITLE: Temporary Cataloger

REPORTS TO: Community Development Director, Library Director

PRIMARY FUNCTION: Responsible for the preservation as well as original and complex copy cataloging of historic documents and materials from the city of Columbia, Illinois. These materials range from 18th century bibles to furniture and personal memorabilia of historic Columbia citizens and are located in both the Columbia Public Library and the historic Miller-Fiege Home.

ESSENTIAL JOB FUNCTIONS:

- ❖ Perform original and complex copy cataloging in accordance with national standards for input via OCLC into Millennium- Lewis and Clark Library System's online system
- ❖ Perform authority control using LC Authority files so that authoritative name, series, and subject headings are used and the appropriate cross-references are included in the online catalog
- ❖ Work with other catalogers in the Columbia Public Library and the Lewis and Clark Library System to resolve cataloging problems
- ❖ Determine appropriate conservation treatment for the collections, including furniture, rare books and historic documents
- ❖ Exercise independent judgment when applying established policies to cataloging issues
- ❖ Assign call numbers to materials using the Dewey decimal classification and Relative Index
- ❖ Enter cataloging information for materials into the Millennium cataloging system

EDUCATION:

ESSENTIAL: American Library Association-accredited Masters in Library Science

DESIRABLE: Bachelors degree in history or a related field, basic instruction in German

EXPERIENCE:

ESSENTIAL: Minimum of 3 years' library experience, including: original cataloging experience of a variety of formats; experience in library conservation and preservation; original cataloging of rare book materials

DESIRABLE: Original cataloging of non-print archive materials and thorough familiarity with the Millennium cataloging module

KNOWLEDGE, SKILLS, ABILITIES:

- ❖ Strong command of cataloging principles and standards, MARC format, AACR2 rules, the Dewey Decimal System, and Library of Congress subject headings
- ❖ Knowledge of and commitment to the conservation and preservation of library and museum materials
- ❖ Excellent organizational skills
- ❖ Effective verbal and written communication skills
- ❖ Extensive knowledge of computerized cataloging systems and using MARC records
- ❖ Attentiveness to detail
- ❖ Ability to work independently
- ❖ Evidence of organizational skills

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk and climb stairs. The employee must occasionally lift and/or move up to 50 pounds and push up to 120 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING ENVIRONMENT: Typical office/library environment while cataloging the Columbia Public Library's materials. Later, the cataloger will work in the Miller-Fiege Home, a historic property which does not currently have an air conditioning system, so the interior temperature may exceed comfortable limits. The position is subject to constant sitting, extensive close work (eyestrain) and extensive PC monitor work.

WORK SCHEDULE: The cataloger will be working independently and will therefore be afforded a flexible work schedule, including evenings and weekends, if desired.

TERM: 92.25 hours