

Job Description

POSITION: Copy Cataloger

LOCATION: Mishawaka Library (location subject to change)

FLSA STATUS: Non-Exempt

CERTIFICATION: Indiana Librarian Certificate 5 or higher (Professional Assistant)

HOURS OF WORK: Part time/30 hours per week/5 days a week (hours subject to change)

WAGE: 3- Paraprofessional
Minimum starting pay: \$13.52 per hour

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Collection Services Coordinator

QUALIFICATIONS AND WORK SKILLS:

1. Minimum 60 hours of college credit including 9 college credit hours in Library Science that include any 3 of the 5 Library Science courses listed below
 - a. Collection Development (also referred to as Selection and Evaluation of Materials)
 - b. Reference and Information Sources
 - c. Library Management and Administration
 - d. Cataloging and Organization of Materials
 - e. Children's Services (also referred to as Materials for Youth)
2. Knowledge and experience in working with the Dewey Decimal Classification System, OCLC, and other computerized cataloging applications; experience with Innovative ILS highly desirable
3. Excellent oral and written communication skills
4. Strong commitment to excellent customer service
5. Proficient in the use of computers and library technology; ability to learn new technology quickly
6. Ability to instruct patrons and staff about technology and materials
7. Ability to multitask

ESSENTIAL DUTIES:

1. Prepare bibliographic records for inclusion in the library catalog using OCLC and other cataloging tools
2. Assign call numbers based on standard and local practices to ensure patron access to library materials
3. Process library materials to be added to our collection
4. Participate in inventory and other collection maintenance activities
5. Assist with physical processing of materials
6. Other duties as assigned

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart
2. Ability to lift and carry 30 pounds
3. Ability to frequently stand, bend or stoop to shelve books
4. Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)
5. Ability to sit while keyboarding or typing

Revised: January 2019