

# Schaumburg Township District Library

## Job Description

**Job Title:** Cataloging Librarian  
**Department:** Access Services  
**Reports To:** Director of Access Services  
**FLSA Status:** Exempt  
**Classification:** Librarian 2  
**Approved By:** Victoria Akinde/Monica Harris

### SUMMARY

The Cataloging Librarian is responsible for original and descriptive cataloging and assigning classification numbers to library materials. The Cataloging Librarian is also responsible for establishing and maintaining cataloging and metadata standards according to library industry standards.

The Librarian is responsible for assessing and fulfilling the patrons' need for information or materials. This is accomplished by (1) using the resources available in the Library; and/or (2) requesting information or materials from or referring patrons to the appropriate department, service or outside agency. The Librarian is also responsible for weeding and adding to specific areas of the circulating collection and for satisfying public service requirements. The Librarian 2 focuses additional attention to managing a specialized area.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Research, collect, classify and catalog metadata for materials.  
Prepare bibliographic record and run reports for entry into the integrated library system (ILS) for the patron catalog.  
Solve catalog-related problems, with a focus on a positive customer experience.  
Maintain the acquisitions process through the database module; ensure that Library acquisitions are discoverable to users in a timely fashion.  
Create original Name Authority records and make part of the Library of Congress Authorities (NACO)  
Manage reclassification projects, as directed.  
Establish and implement cataloging and metadata standards, as needed.  
Implement a variety of technical services (EDI, binding, shelf-ready, etc.).  
Keep apprised of current practices and trends in cataloging and classification interpretations, rules, policies and practices.  
Maintain working knowledge of the Library's reference tools and materials, the online catalog, ILS and circulating collection.  
Stay informed about the names of officials, organizations, clubs, businesses, schools, social agencies, etc., in the greater Schaumburg area.  
Maintain working knowledge of the services and practices of Reaching Across Illinois Libraries System (RAILS).  
Keep apprised of the offerings of neighboring public and special libraries.

### Public Service

Provide reference service at the Adult Reference Desk.  
Assess patrons' needs effectively and efficiently, either in person, over the telephone or in writing.  
Develop strong research skills and techniques to help patrons to the fullest degree possible.  
Instruct patrons in the use of the Library's reference tools and materials.  
Work with all age groups effectively.  
Give information, based on a primary source from a reliable authority; never give personal opinion.  
Serve as "Person in Charge" of Library, in the absence of director and department heads and when he or she is the senior person at the Reference Desk.  
Manage and complete special projects, as requested.

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### Other Duties

Maintain professional involvement in the library science industry.

Refine or enhance reference skills by reading professional literature and attending seminars, workshops and professional meetings.

Assist with the weeding and collection development of the reference and non-circulating collections, as requested.

Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality.

Communicate problems that arise with the Executive Director or designee; address situations where patrons are not following the Patron Code of Conduct.

Communicate clearly in English, either in person, on the telephone and in writing; maintain the ability and patience to understand and be understood by non-English speaking patrons.

Keep apprised of Library programs, policies and procedures, and building layout to most effectively assist patrons.

Maintain working knowledge of computer systems and technology needed in the position or as an employee.

Abide by the Standards of Excellence for employees, and the employment policies and procedures of the Library.

Cope with the stress of the job and get along with coworkers.

Attend meetings and training as required or requested.

Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Master's degree in Library Science (MLS) from an ALA accredited university or school. Demonstrated mastery of AACR2, RDA, FRBR, Metadata Schema, MARC formats, authority control principles and practices, and other nationally recognized standards. Ability to provide cataloging and classification information to descriptive catalogers.

#### **COMPUTER SKILLS**

Ability to use workplace technology including email, internet, intranet, and Library database systems; along with industry technology including integrated library systems, research products, search technology; and position specific technology including searching, creating, and maintaining a computerized bibliographic database.

#### **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals.

Ability to effectively present information and respond to questions or complaints from managers, board of directors, business community members and patrons.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry, fractions, percentages, ratios and proportions to practical situations.

#### **REASONING ABILITY**

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Ability to define and solve practical problems, collect data and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

No certificates, licenses or registrations are required for this job.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds and push up to 200 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **COMMENTS**