

Chatham Area Public Library District  
JOB DESCRIPTION

Title: Technical Services Cataloging Specialist  
Title of Supervisor: Technical Services Supervisor

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**Description:** Under the supervision of the Technical Services Supervisor, the Technical Services Cataloging Specialist will assist in the cataloging of designated library materials for use by the public.

**JOB DUTIES AND RESPONSIBILITIES**

***Primary Duties:***

- Receive assignments from and report to the Technical Services Supervisor
- Search the local database and OCLC WorldCat to find acceptable bibliographic records for assigned items
- Create and add an original bibliographic record to OCLC WorldCat if no record is found or likely to be forthcoming for an item
- Import bibliographic records into the local database from OCLC WorldCat as needed
- When appropriate, merge bibliographic records according to SHARE consortium standards
- Edit and upgrade existing bibliographic records to conform with SHARE consortium standards
- Attain and demonstrate proficiency in local cataloging procedures
- Attach items to bibliographic records using barcode technology
- Assign local call numbers and prepare instructions for those who process new materials
- Review prior cataloging as needed, particularly in the local history collection
- Delete item and bibliographic records that are no longer needed.

***Secondary Duties***

While at work in the Opal Lee Chatham Local History/Genealogy room, this employee may be called upon to:

- Assist library patrons in locating local history resources
- Retrieve and re-shelve materials for patrons
- Perform other duties as assigned

## **PRIMARY QUALIFICATIONS**

### ***Knowledge, Skills and Abilities:***

- Must have authorization to do original cataloging, copy cataloging and barcoding in the local consortium
- Experience in cataloging using Polaris ILS, OCLC, and Connexion
- Working knowledge of AACR2, MARC, LCSH, DDC, familiarity with RDA and FRBR, and an interest in emerging cataloging and metadata technologies
- Knowledge of professional library principles, methods, materials, and practices
- Advanced organizational and analytical skills and excellent attention to detail
- Commitment to excellence in maintaining the local database and quality item cataloging
- Ability to develop and maintain positive working relationships with the public, co-workers, and supervisors
- College degree required

## **SECONDARY QUALIFICATIONS**

- Experience in digitization of local collections and creating access to those collections helpful
- Familiarity with local history and genealogy resources preferred

## **WORKING CONDITIONS**

- Normal library working conditions
- Various repetitive actions and extensive use of computer monitors and keyboards
- Occasional lifting and carrying of light to moderately heavy materials.

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

*Revised 7/12/17*