



1142 CATALOGING SPECIALIST

Classification Summary

Classifies, catalogs, and organizes newly acquired library materials; assists in the coordination of cataloging department operations.

Distinguishing Characteristics

Distinguished from the Cataloger by requirement for knowledge of more complex cataloging procedures, such as foreign language materials and original entries cataloging. Also assists in selection, training, and technical supervision of staff, long range automation planning, and in compiling annual reports.

Supervisory Relationships

Reports to the Instructional Materials Coordinator. Provides technical guidance to other District staff engaged in cataloging or cataloging related activities such as processing.

Examples of Duties

1. Perform duties of lead Cataloger in the cataloging department by assisting in coordinating and scheduling departmental operations, training temporary help to assist in cataloging procedures, assigning and overseeing work, answering technical questions posed by other department personnel, and correcting errors.
2. Catalog print and non-print materials. Evaluate and classify materials such as books, sound and video cassettes, computer software, filmstrips and slide sets; may require loading software programs to verify exact titles, authors, and copyright dates. Items are cataloged using standards such as Anglo-American Cataloging Rules (AACR2), the Dewey Decimal System, District cataloging procedures, Library of Congress MARC format, and Sears and Library of Congress subject headings. Catalogers use either the OCLC data base or Quick Card microcomputer program (for in-house cataloging).
3. Keep records of items cataloged.
4. Proofread printed cards and labels for accuracy.
5. Prepare catalog text describing materials according to national standards. May involve locating and editing on-line OCLC data base records. Review member-produced copy for accuracy based on the incumbent's familiarity with accepted procedures, the District's current collection, and anticipated use of materials.
6. Coordinate inter-library loans by locating special request materials, procuring items, following up on overdue loans, and processing loan renewals.
7. Remain informed on advancements in the fields of cataloging and library automation by conducting research and attending meetings and workshops; Provide supervisor with information or recommendations on library automation planning or purchase of cataloging and processing equipment.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of generally accepted cataloging rules and procedures; familiarity with the District's cataloging methods.
2. Ability to assign catalog numbers and subject headings to original catalog entries and foreign language materials.
3. Ability to operate District computer systems to access and use OCLC data base and Quick Card programs.
4. Ability to work accurately; attention to detail.
5. Skill in problem-solving and classifying.
6. Ability to coordinate the work of others.

Minimum Qualifications for Class Entry

Extensive training or experience in cataloging, preferably in a school setting. Demonstrated ability to perform the requirements of the job.

Work Environment

Work is performed in a standard office environment.