

OSTERHOUT FREE LIBRARY
ACQUISITIONS AND CATALOGING ASSISTANT
Job Description

SCOPE OF THE JOB:

1. This position reports to the Acquisitions & Cataloging Coordinator.
2. Provides library materials to the public in a timely manner through assisting in the selection, classification, and cataloging of library materials.
3. Bibliographic database management.
4. Performs a variety of assignments that involve preparing, introducing, and maintaining materials for all library collections.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists in the acquisition, processing and preservation services for all materials currently in or being added to the Library's collections.
2. Classifies and catalogs library materials using OCLC cataloging module, interface software and local automated system and equipment.
3. With consultation of Acquisitions & Cataloging Coordinator, performs some original cataloging for materials not found on bibliographic systems.
4. Performs copy cataloging for materials found on bibliographic support systems.
5. Assists in maintaining the integrated library catalog.
6. With consultation of Technical Services Coordinator, collects and places orders for the library and three branches via interfacing vendor databases, telephone contact, and fax.

OTHER DUTIES OF THE JOB:

1. Attends meetings, training seminars as required.
2. Meets the State requirement of Continuing Education credits every two years.
3. Must be able to perform routine and repetitive duties to maintain the collection.
4. Utilize good judgement and maintain safe work practices.
5. Performs other job related duties, including occasional public interaction, as required.

WORKING CONDITIONS:

1. Full-time position, 37 hours per week. Typical hours are 7 am – 3 pm
2. The workspace is shared with the Acquisitions & Cataloging Coordinator.

PHYSICAL/MENTAL CONDITONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching to carry out essential duties of the job.
3. Must show attention to detail for accuracy of bibliographic records and invoices.

4. Must have above average attention or concentration to work procedures.
5. Coordinated movements of fingers/hand; and simple movements of feet/legs and torso.
6. Medium work; with occasional lifting/carrying objects with weights up to thirty pounds, and pushing carts of similar weight.
7. Sometimes works with equipment and performs procedures where carelessness may result in minor cuts, bruises, heat related injuries, or muscle strain.

QUALIFICATIONS:

A. EDUCATION/TRAINING:

Masters degree in library or information science and/or certification as public librarian in Pennsylvania is preferred. A related degree with library experience is acceptable.

B. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
2. Must possess knowledge or aptitude for learning cataloging principles and procedures, i.e. knowledge of AACR, Dewey Decimal classification system. Library of Congress subject headings, and MARC format.
3. Must possess ability to communicate effectively.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with library staff.
5. Ability to solve complex problems independently, and in team settings.
6. Must be attentive to details and accuracy.
7. Must possess the knowledge or operating personal computers and other office equipment with accuracy and reasonable speed.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF LIBRARIAN, AUTOMATED AND TECHNICAL SERVICES FOR THE OSTERHOUT FREE LIBRARY AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)