CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Library Catalog Specialist** **UNION: 1937**
SG:106
CLASS TITLE: **Library Specialist 1** **CS: N**
FLSA:Y
DEPARTMENT: **Library** **EEO4CODE|SOC: PP|25-4031**
FULL-TIME/PART-TIME
ENTRY/PROMOTIONAL

JOB SUMMARY:

Uses online bibliographic utilities and other standard cataloging sources to catalog library materials. Performs extensive data entry.

SUPERVISORY RELATIONSHIP:

Reports to Head of Digital Services. Works independently under general supervision and the guidance of City and departmental policies and procedures. Consults with other division heads, as appropriate.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Catalogs library materials using standard cataloging tools and the Dewey Decimal Classification system. Utilizes catalog information from online computer based bibliographic sources and from standard print sources.

2. Retrieves cataloging records from online bibliographic utility, verifies information and completes record. Assigns call numbers, modifies bibliographic information as needed and routes cataloged materials for further processing.

3. Completes bibliographic records for print and non-print materials, including original annotations and subject headings.

4. Updates and corrects existing bibliographic records in library database including authority files.

5. Creates bibliographic records within local database of an abbreviated nature.

ADDITIONAL WORK PERFORMED:

1. May process withdrawn materials from collection and update or delete holdings and bibliographic records from within local and online databases.

2. May create and maintain cataloging statistics and files.

3. May produce informational and statistical reports for professional staff and administration using an informational and retrieval software product.

4. May perform critical back-up in the absence of the Library Processing Specialist or Library Acquisitions Specialist.

5. Completes special projects, as assigned.

6. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- General knowledge of the library collection.
- Familiarity with genres, formats and reading levels.

Skills in:
- Interpersonal sensitivity sufficient to recognize the special needs and concerns of children and adults.
- Excellent oral communication skills.
- Demonstrated reading comprehension.

Ability to:
- Understand and apply the policies, procedures and protocols for Interlibrary Loan of the American Library Association, OCLC (Online Computer Library Center), and the Bellingham Public Library.
- Proficiently use the Bellingham Public Library online catalog, OCLC database, other bibliographic tools, and Internet search engines.
- Interact effectively with a variety of people with courtesy and tact, including the ability to remain calm in stressful situations with angry or upset patrons.
- Work independently, set own priorities, devise own work methods and follow general library protocols and procedures.
- Effectively motivate, interact, and communicate with diverse groups of people such as co-workers.
- Cross-train, organize, prioritize and provide effective feedback.
- Be flexible and work with frequent interruptions.
- Work independently with minimal or no immediate supervision
- Develop and maintain statistical data.
- Detect print and database errors and make appropriate corrections.
- Perform high volume of work with accuracy and attention to detail.
- Use computer for data entry and information retrieval.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
    - Frequently remain stationary for long periods of time;
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and printers;
    - Correctable visual acuity to read a computer screen and a typeset page;
    - Operate equipment of varying lengths and widths.

WORKING ENVIRONMENT:

Duties are performed indoors with frequent interaction with co-workers. Work is performed extensively at a computer workstation with periods of prolonged sitting or standing. Workstation may be shared with other staff. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of post secondary course work, preferably in library science or technology with course work in cataloging.
- One year of experience in high volume library support position.
- Cataloging experience preferred.
- **OR** equivalent combination of education and/or experience that provides the applicant with the necessary knowledge and skills.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.

PREPARED BY: Library Support Class Study Task Force
6/07
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2/24

REVIEWED BY: _____
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