

Albion District Library

501 S Superior Street, Albion, MI 49224

Position: **Cataloging Assistant**

Range: \$12.90/hr., approx. 25-32 hrs per week

Report to: Head of Circulation

Job Summary

Under the general direction of the Head of Circulation, Cataloging Assistants perform detailed data-entry on new items, process new materials, repairs damaged items, and develop local cataloging rules as part of the Cataloging team, and performs general circulation and customer service duties.

Wages and Benefits

This is a part-time, hourly, non-exempt position scheduled for approximately 25-30 hours weekly. Benefits include paid holidays, paid sick leave (after six months), and paid vacation (after one year).

Duties and Responsibilities

1. Serves the public at both the Children's Room Circulation Desk and the Adult Room Circulation Desk. This includes, but is not limited to: checking library materials in/out, registration of new patrons, providing reference services, assisting patrons in the use of the library and technology, and other general duties.
2. Responsible for collection maintenance duties: sorts and shelves library materials; empties book drops; shelf reading; shifts materials; cleans, dusts, and inspects library materials for damage; discards and may repair library materials as needed.
3. Responsible for descriptive cataloging, subject classification, and physical processing of new materials, both purchased and donated, in accordance with ADL policies, procedures, and local cataloging rules.
4. Responsible for maintaining the accuracy of bibliographic and item record detail in the ILS database through investigation of issues, problem solving, and cooperation with Cataloging team members to develop, maintain, and implement local cataloging rules in line with commonly accepted standards.
5. Responsible for mending of damaged items that can be repaired and returned to circulation.
6. Responsible for maintaining an up-to-date working knowledge of library policies and procedures. Recommends/initiates ideas for change in the organization.
7. Regularly attends staff meetings, training, and professional development opportunities.
8. Keeps current with cataloging trends. Communicates pertinent information to ADL leadership for consideration.
9. Performs other duties as assigned.

Skills, experience, and education

- High school diploma or high school equivalency certificate required.

- Basic clerical skills including computer and telephone skills. Must be comfortable with internet searching, word processing, and e-mail use.
- Ability to operate a variety of equipment, including a computer, copy machine, fax machine, various smartphone/tablet devices, camera and/or audiovisual equipment.
- Effective written, organizational, and oral communication skills, including a willingness to seek clarification when needed.
- Must possess basic mathematical skills necessary for routine calculations.
- Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials, and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 25 pounds.
- Hearing ability to answer telephone and patron inquiries.
- Ability to work a flexible schedule, including nights and weekends as scheduled.
- Ability to establish and maintain effective and positive working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, coworkers, and supervisors.
- Must enjoy working with people of diverse ages and backgrounds.
- Professionalism and a positive approach to Library activities and the ALA Library Bill of Rights.
- Must be able to work under general supervision with latitude in exercising independent judgement and discretion, subject to library policies, procedures, and professional practices.
- Demonstrated professional background with highly-detailed data entry, database maintenance, and/or inventory control software which may include, but is not limited to: accounts receivable/payable, medical billing, or insurance billing. Library experience preferred. Library cataloging experience highly preferred.

Working conditions

Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise.

Work hours may be varied, including evenings and weekend hours.

Frequent sitting/standing in one position for extended periods of time.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 talk and hear. The employee is frequently required to reach with hands and arms, bend and squat to access materials, and manipulate, handle, or feel objects and equipment. The employee must frequently lift and/or move light-weight objects. Specific vision abilities required by this job include close vision, color

vision, and ability to adjust focus. Frequent sitting/standing in one position may be required for extended periods of time.

Generally, the employee will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise. Work hours may be varied, including daytime, evening, and weekend hours.

Please e-mail a completed application to Kat McDonald, Head of Circulation at kmcdonald@albionlibrary.org. Applications can also be dropped off or mailed to the Head of Circulation at Albion District Library, 501 S Superior Street, Albion, MI 49224.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.