BRIDGMAN PUBLIC LIBRARY

JOB DESCRIPTION

TITLE: Cataloger

SCHEDULE: Part-time, 25-30 hours per week; some evenings and weekends required

REPORTS TO: Library Director

JOB SUMMARY
Performs a variety of library clerical work to serve patrons and support library operations. Performs bibliographic work to facilitate the identification, access and use of library materials.

MAJOR DUTIES
● Process and catalog materials.
● Create original and copy cataloging based on current standards and the RASC joint catalog agreement.
● Maintain and improve the effectiveness of bibliographic databases.
● Repair books as needed.
● Assists Director with Collection Maintenance.
● Sorts, shelves, and files various library materials accurately according to library classification systems.
● Performs basic circulation desk procedures such as check in and out materials, issue library cards, process holds, taking fines, and making phone calls as needed.
● Provides exceptional customer service.
● Other duties as assigned.

SKILLS AND ABILITIES
● Knowledge of alphabetical and numerical order, Library of Congress subject headings, Dewey Decimal Classification System, MARC, and RDA.
● Knowledge of the library's ILS system and cataloging procedures.
● Knowledge of BPL methods and procedures and the ability to enforce library policies.
● Knowledge of vendors and ordering processes.
● Good organizational skills.
● Ability to work independently, organize and prioritize work, respond to changing work demands and make decisions as required.
● Ability to handle confidential and sensitive information.
● Knowledge of standard office equipment including personal computers, word processing and spreadsheet software.
● Ability to comprehend and follow detailed directions.
● Ability to foster and maintain courteous and cooperative relationships with patrons, coworkers, and the Director.

PHYSICAL REQUIREMENTS
● Ability to see, hear and speak clearly.
● Ability to manually manipulate computer keyboard, mouse, scanner, etc.
Ability to lift up to 40 pounds, push or pull up to 80 pounds on wheels.
Ability to stand, bend, stoop for long periods of time.

QUALIFICATIONS
- Must be 18 years of age or older.
- High school diploma or equivalent.
- Cataloging experience required.
- College degree, MLIS, or cataloging certification preferred.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.