

Cataloging and Acquisitions Assistant

JOB TITLE: Cataloging and Acquisitions Assistant

FLSA STATUS: Non-exempt

GRADE: 35

DEPARTMENT: Collection Services

APPROVED DATE: 06/2021

REVISED DATE: 02/2022

Job Summary

The Cataloging and Acquisitions Assistant performs a wide variety of tasks in support of acquiring or cataloging of library materials to meet the needs of the Library's diverse customers and contribute to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone. Cataloging activities will include locating and editing bibliographic record data using national and local cataloging standards to create and maintain an accurate and updated catalog of library resources. Acquisition activities will include creating purchase orders, importing temporary records for on order materials, and verifying the accuracy of invoices to ensure efficient movement through proper workflows within the Technical Services department. Incumbents typically specialize in one function, while being able to support the needs of the other function as circumstances require.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Provide regular, courteous, helpful, and efficient customer service to both internal and external customers in response to their queries.
2. Perform bibliographic searches using online sources such as vendors' databases, OCLC and the district's Integrated Library System (ILS).
3. Perform copy cataloging activities of bibliographic records to enhance discoverability and equity of access to materials in the collection. This is achieved by using the Library's Integrated Library System (ILS), OCLC Connexion, and online tools to identify, import, and edit bibliographic and item records using knowledge of Dewey Decimal Classification (DDC), Anglo American Cataloging Rules (AACR2), and Sno-Isle Libraries local cataloging procedures for classifying library materials.
4. Perform acquisition activities to ensure the ordering of materials and their efficient movement through the workflow of the Technical Services departments. This is achieved by using the Library's Integrated Library System (ILS), OCLC, and online tools. Acquisition activities will include creating purchase orders using knowledge of the processing requirements of library materials to select the appropriate vendor account, importing of temporary on order records, and verifying accuracy of invoices and processing them to show receipt of materials in the ILS.
5. Using vendor reports and information, maintain the Acquisitions database by making decisions using established guidelines on backordered titles, cancellations, and order claims.
6. Review bibliographic records designated by community library staff for editing and determining appropriate action based on condition, circulation history, and subject analysis using established guidelines.
7. Represents the Library in communications with vendor representatives.
8. Coordinate efforts with Finance and Facilities staff to determine the cause of complex payment issues and resolve them to reconcile expenditures in the Library's accounting software and the ILS.
9. Contribute to documentation of acquisition and/or cataloging procedures and provide input and feedback on workflow improvements.

Additional Duties and Responsibilities

1. Perform specialized duties in support of department services as directed.
2. Prepare correspondence and reports.
3. Train new staff as needed.

4. Attend meetings, trainings, and workshops as assigned.
5. Assist with special projects as required.
6. Perform other duties as assigned.

Supervision

The position typically reports to a division manager or assistant manager. Supervision of others is not a normal part of the position's work.

Knowledge, Skills, and Abilities

1. Ability to work independently and to set priorities.
2. Ability to adapt to changing environmental conditions.
3. Knowledge of basic accounting skills and ability to manage accounts.
4. Knowledge of established practices and procedures for an integrated library system (ILS) and Library District policies and procedures.
5. Knowledge of end users' customer experience.
6. Strong customer service skills.
7. Strong organization and attention to detail.
8. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
9. Ability to communicate effectively with diverse audiences.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
11. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. The knowledge, skills, and abilities typically are acquired through a combination of training and experience, including a college-level education or specialized training such as in library science or other profession-based subject areas.
2. Two years' related professional experience required or equivalent combination of technical training and related experience.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. Incumbents may be required to move carts of books and other materials as needed, and frequently remain stationary at one workstation for extended periods of time. An incumbent must frequently move objects or other materials weighing up to 35 pounds, including transfer of books and other materials to and from carts or shelves of varying heights.

While performing the duties of this job, the incumbent must communicate with coworkers and members of the public. There are regular interpersonal contacts with staff members and customers. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.