

Cataloging Coordinator

JOB TITLE: Cataloging Coordinator

FLSA STATUS: Non-exempt

GRADE: 36

DEPARTMENT: Technical Services

APPROVED DATE: 01/1998

REVISED DATE: 05/2022, 07/2023

Job Summary

The Cataloging Coordinator performs skilled library support by serving as the lead worker for the Cataloging team who creates and maintains an accurate, updated catalog of library resources. The Cataloging Coordinator also assists the Cataloging, Acquisitions, and ILL Manager with special projects and trains other staff in cataloging library materials.

This position contributes to the effective operation of the Library District by providing excellent internal and external customer service and performing high quality, efficient cataloging practices that improve and increase the discoverability and accessibility of the library's resources. The Library District strives to provide materials that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

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. Performs a higher level of cataloging support by preparing drafts of original cataloging records for Librarian review.
2. Regularly works with the Cataloging and Acquisitions, and ILL Manager to ensure that important information about the cataloging workflow is shared for support and resolution.
3. Understands Cataloging's contributions to the vision, mission, and goals of the organization and helps share that understanding with other staff.
4. Stays on top of changes to industry standards and helps the team understand and adjust as needed. .
5. Identifies issues or problems in the cataloging workflow, develops potential solutions, and works with the Cataloging and Acquisitions, and ILL Manager to put agreed-upon solutions into practice.
6. Assists with keeping Cataloging documentation up-to-date, especially after workflow changes.

Additional Duties and Responsibilities

1. Perform specialized duties in support of cataloging 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 other special projects as assigned. .
6. Perform other duties as assigned.

Supervision

The position reports to the Cataloging and Acquisitions, and ILL Manager. In the absence of the manager, the incumbent will act as a lead worker in the department by providing task direction and basic work training to Cataloging staff.

Knowledge, Skills, and Abilities

1. Perform specialized duties in support of cataloging 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 other special projects as assigned. .
6. Perform other duties as assigned.

Education and Experience

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

1. Two years of original and/or copy cataloging experience required.
2. Proficiency in OCLC Connexion, MarcEdit, Polaris ILS, and/or other cataloging and library-related applications required.
3. Knowledge and demonstrated application of current cataloging standards, rules, and classification systems required, including but not limited to Dewey Decimal Classification, Library of Congress Authorities, MaRC21, and Resource Description and Access (RDA).
4. Experience as a lead worker, supervisor, or other position where you were required to lead people as part of your job strongly preferred.
5. Experience providing customer service in a library or public service environment preferred.

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.

While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally lift and/or move objects or materials weighing up to 50 pounds.

The incumbent must communicate with coworkers and members of the public. Most of the work is carried out within a generally accessible, safe, indoor environment. 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.