

## **IFLS Library System**

### Job Description

Job Title: Bibliographic Services Cataloger

Reports To: Bibliographic Services Manager

FLSA Status: Exempt

**Date Approved:** July 5, 2022

**Revised Date:** October 22, 2022

### **SUMMARY**

The Bibliographic Services Cataloger works to ensure the integrity of the MORE database and the effective operation of MORE-member libraries that are participating in IFLS's Shared Services & Cataloging and Bibliographic Services (CABS) Programs, performing such activities as creating, editing, and updating bibliographic, authority, and item records.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following:

- Corresponds with other Bibliographic Services staff to coordinate duties, schedule changes or any other issues
- Catalogs a variety of material formats conforming to existing bibliographic standards using Sierra, OCLC, and z39.50 for the Shared Services and CABS programs
- Assists with maintaining authority control through addition/correction of authority-controlled headings
- Contributes to establishing and implementing procedures related to quality control and adding data to the MORE database
- Implements approved database standards
- Performs tasks which maintains the quality of the MORE databases including cleanup of bibliographic records
- Communicates electronically with Shared Services and CABS library staff
- Attends scheduled IFLS and CABS meetings via Zoom or in person
- Assigns call numbers based on the Dewey Decimal System and local library practices
- Ability to identify and correct errors or problems in the database as they arise
- Participates in special projects with the MORE staff when needed
- Assists the Bibliographic Services Manager in communicating with library staff and IFLS processors, procedural changes, or other necessary information
- Provides backup for the Bibliographic Services Manager when needed
- Identifies and communicates any possible improvements to workflow or processes
- Contributes work a positive, team-oriented work environment by being helpful, respectful, and approachable to staff
- Other duties as assigned or required

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Contributes to a positive, team-oriented work environment by being helpful, respectful, and approachable to IFLS staff as well as member libraries.

## **EDUCATION and/or EXPERIENCE**

Preferred: Bachelor's or Associate Degree with a combination of course work in Library Science and/or library experience in public or academic libraries. Cataloging experience or equivalent cataloging education, familiarity working in consortium environment, and knowledge of Innovative Interface's Sierra ILS, OCLC, and RDA.

## **LANGUAGE SKILLS**

Must be able to read, write, and comprehend verbal and written instructions. Ability to respond to inquiries or complaints from libraries, governmental, and/or other organizations/agencies. Ability to write correspondence and informational documents that conform to prescribed style and format.

## **PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

## **WORK ENVIRONMENT**

IFLS office: Cataloger office may accommodate 1 - 2 employees at the same time, which may affect the noise level in the work environment which is usually quiet to moderate. Travel within the region/state may be required.