

**Adult Collection Development Specialist & Cataloger**

**Position Description:** To perform a wide variety of technical and clerical library work; to assist patrons using the library; to perform advanced copy cataloging of library materials; to receive and assist in the development of library materials and collections; to oversee technical processing of library materials.

**Responsibilities and Expectations:**

Collection Development and Maintenance

* Develops and maintains particular collections or identified areas of a collection
* Selects Adult Fiction and Adult Nonfiction books
* Maintains New Shelves for Adult Fiction and Adult Nonfiction books
* Evaluates Adult Fiction and Adult Nonfiction book collections in preparation for weeding and replacement projects
* Weeds and deletes items in Adult Fiction and Adult Nonfiction books in both the ILS system and in OCLC
* Recommends titles for purchase

Cataloging and Processing

* Performs copy cataloging of Adult non-Ingram ordered materials found on bibliographic support systems
* Performs original cataloging as needed
* Classifies and catalogs library materials using OCLC cataloging module and local automated system.
* Assigns appropriate local subject headings to library materials where required
* Maintains consistency in subject headings and classifications
* Resolves routine cataloging problems and errors
* Maintains current knowledge of cataloging standards and practices
* Assigns series information to materials.
* Edits holdings records in accordance with cataloging policies and rules using local automated system
* Creates Bibliographic Short Entries as needed
* Prepares new materials for physical processing
* Physically processes all media
* Backup for physically processing media
* Deletes library materials from local automated system and OCLC
* Processes reassigned materials
* Oversees processing volunteers as needed
* Back up for Youth Services cataloging and processing

Interlibrary Loan

* Backup for ordering of interlibrary loan materials
* Backup for processing incoming and outgoing ILLs

**General LA2 Responsibilities and Expectations:**

Circulation and Reference

* Maintains thorough knowledge of circulation system
* Maintains thorough knowledge of online and print resources
* Staffs reference desk as assigned
* Assists at circulation desk as needed
* Assists in directing volunteers in library procedures
* Performs circulation duties including registering patrons for new cards, checking out, and renewing materials
* Provides reference and reader's advisory service to adult and juvenile users in person and over the telephone, using materials in a variety of formats
* Reserves library materials for patrons using in-library and interlibrary loan procedures
* Trains patrons in use of automated catalog system and other library equipment available for public use

Customer Service

* Provides accurate and consistent access to information, materials, services, and programs to patrons and co-workers in a timely manner and with a good attitude
* Makes accurate referrals to co-workers, supervisor, or other community agencies as appropriate
* Interprets policies and procedures to public in a customer-responsive manner

Library Operations

* Backup for processing incoming and outgoing mail
* Observes safety hazards and emergency procedures
* Observes library policies
* Identifies problems and reports appropriately to Director
* Operates all office equipment and performs necessary office procedures utilizing copier, answering machine, phones, and others as appropriate
* Operates all library equipment and performs necessary library procedures utilizing computers, DVD player, projector, and others as appropriate
* Follows all opening and closing procedures
* Performs variety of duties supporting the overall operation of the library as assigned

Professionalism

* Maintains working knowledge of materials collections, services, and programs.
* Attends workshops, trainings, and conferences as appropriate
* Participates in staff development activities
* Continually strives to increase job-related skills and knowledge
* Shares professional information with co-workers
* Adheres to library standards for conduct and work performance as well as ALA Code of Ethics and Bill of Rights

Teamwork

* Works cooperatively with co-workers, volunteers, and supervisor
* Displays flexibility in working with others
* Effectively communicates with co-workers
* Takes initiative
* Makes suggestions for solutions to problems
* Participates constructively in meetings
* Recognizes co-workers and volunteers for work well done