



# WESTCHESTER PUBLIC LIBRARY

## Cataloger Job Description

Responsible for copy-cataloging and/or original cataloging of both circulating and non-circulating materials; reports to the Technical Services Manager.

### **Qualifications**

- Immediate ability to be accredited with a minimum of Librarian Certificate VI from the Indiana State Library
- Ability to type, use word processing software, navigate the internet, and adapt to changing interfaces
- Ability to learn and accurately perform complex computer procedures
- Detail-oriented and highly organized
- Prompt, honest and dependable
- Ability and desire to work as a cooperative member of a team
- Ability and desire to provide friendly, courteous and responsible service to Library patrons as needed
- Ability to handle challenging situations and multiple priorities
- Demonstrates and promotes professional and positive relationships among all Library staff

### **Tasks and Responsibilities**

- Copy-cataloging and/or original cataloging of materials in accordance with international cataloging standards for bibliographic description, using Resource Description and Access (RDA), MARC records, Dewey Decimal Classification (DDC), Library of Congress Subject Headings (LCSH)
- Create and maintain authority holdings
- Clean and repair materials
- Thorough understanding of Library branches, collections, and material types
- Act in accordance with Library policies and procedures
- Participate in continuing education opportunities
- Perform other tasks as assigned by supervisor

### **Work Environment**

- Extended periods of sitting and keyboarding
- Periodic bending, pushing, pulling, and carrying up to 30 lbs